MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

KalitheerthalKuppam, Puducherry-605107

(An Autonomous Institution)

ACADEMIC GUIDELINES

2025

ENSURING EXCELLENCE IN EDUCATION

MANAKULA VINAYAGAR
INSTITUTE OF TECHNOLOGY

An Autonomous Institution

Affiliated to Pondicherry University, Approved by AICTE, New Delhi,
Accredited by NBA, New Delhi and NAAC with 'A' Grade
Kalitheerthalkuppam, Puducherry- 605 107.

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Published by: **Manakula Vinayagar Institute of Technology**
Approved by: Academic council

Revised
on
August 2025

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VISION OF THE INSTITUTE

To be a globally reputed Technical Institution creating competent leaders and Skillful innovators in Science, Technology and Management.

MISSION OF THE INSTITUTE

- **Providing a dynamic and creative learning environment for its students to acquire exemplary technical, analytical, professional skills.**
- **Imbibing a spirit of innovation and research among its students and faculty for solving critical problems.**
- **Promoting Innovation, Employability and entrepreneurship skills through industry academia collaboration.**
- **Serving the society through technical intervention and creating socially responsible Professionals.**

1. OUR FOCUS:

(i) Academic :

Outcomes- University Results, Gold Medals, University Ranks, Students Technical knowledge, Ability to apply the concepts to the product development

Activities - Well planned Academic schedule, Lesson planning, Daily test/Evening Coaching, Internal tests after 25 and 50 working days, Premodel exam for one week, Two Marks Test at the end of each unit, Periodic Comprehension Test, Comprehension viva at the end of each semester, Special coaching for slow learning students during study holidays and also for arrear students, Regular Assignments, Regular quiz programs, Technical club activities, Workshops &Training for learning the simulation tools.

(ii) Students Development :

Outcomes: Students Participation in Symposiums, Workshops, Value added courses, Project competitions, Competitions conducted by IT/Non-IT companies, Excellent in Soft skills, Certified Professionals, Leadership qualities, social responsibilities

Activities: 2 Min. speech, MIT Tech talk, Internal workshops and Training, Mini Project Competition, Expert Lectures, Special Lectures, Industrial visit, In Plant Training, Guest of the week, Motivation lectures, counseling, Spoken tutorials- workshops, Soft-skill training, Training for International certification, NSS, Red ribbon club activities, Professional association.

(iii) Placement:

Outcomes: Employable Students, Students with Excellent Soft skills, All the students must be Placed through Campus recruitment, a more number of companies in our Campus Recruitment list

Activities: Regular and well scheduled Soft-skill Training, Motivation Programs, Comprehension classes and Tests, Technical Training, Technical Competitions, Review meetings

(iv) Faculty Development:

Outcomes: Best Teaching Professional, Knowledge updation, Commitment towards work, Ability to train the junior faculty, Ability to guide and counsel the students, Research attitude

Activities: Regular Meeting, Regular FDP on Teaching methodologies, Lab Training, Training for certification, Spoken tutorials- workshops, Special Lectures, Sponsoring for Workshops/Conferences, Faculty specialization Groups, Review meetings, Performance Appraisal

(v) Research:

Outcomes: Publications, Patents, Center of Excellence, Memorandum of Understanding (MoU) with Industries, Funded Projects

Activities: Regular R&D Cell Meeting, Awareness Lectures, Regular R&D workshop, R&D Training, Faculty specialization Groups

2. THE DUTIES AND RESPONSIBILITIES OF A TEACHING FACULTY

"The faculty members should always stick on to the Rules / Regulations / Responsibilities. Non- loyalty or non-fulfillment to the rules, regulations and responsibilities will be viewed seriously and suitable disciplinary action will be initiated against such employees/faculty members".

2.1 GENERAL

- ✓ The faculty member should arrive at least 10 minutes before their first scheduled class/duty and should remain on campus until 10 minutes after their last scheduled class/duty.
- ✓ He/she shall stay within the campus during the working hours of the College. The staff members need to go out of the College premises during working hours should get necessary permission from HOD and Principal and the permission message slip need to be handed over to security office (i.e. OUT and IN timing Register kept at security)
- ✓ Staff members shall compulsorily wear College ID and shoes while in the College premises. Staff members shall not use mobile phones in the corridor. However, they may use them in their cabins/rooms
- ✓ The staff members are expected to present themselves in decent attire. Clothes like sleeveless tops,T-shirts etc are not permitted. Earrings, pony tails/long hair, bangles etc are not permitted for ladies
- ✓ Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings
- ✓ The faculty members are expected to conduct themselves in a professional and co-operative manner
- ✓ The Faculty Member should be strict but not to be harsh with the students. Never use harsh words, which would hurt the feeling of students. They have to handle the students maturely
- ✓ All the faculty members are expected to communicate to each other and with students only in English
- ✓ They are expected to follow responsibilities assigned in teaching/research/consultancy and administrative attentively in honest and un-biased manner with total commitment
- ✓ Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal
- ✓ Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences
- ✓ The Faculty Member must strive to prepare him/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large
- ✓ Every Faculty Member is expected to extend his/her support in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time
- ✓ Take precautions to protect equipment, materials and facilities of the college
- ✓ Attend and participate in the meetings, activities assigned by the HOD and Principal
- ✓ They are expected to take up other duties and responsibilities prescribed by the Principal/Management not limited to Academic and Evaluation duties

- ✓ They need to undertake Research/Consultancy Activities constantly in addition to teaching particularly at the level of Professor and Associate Professor
- ✓ He/she shall not engage/take private tuition for our students outside without informing to HOD and Principal
- ✓ He/she shall finish the evaluation work of Continuous assessment tests and model examinations on priority without causing any inconvenience to the evaluation process.
- ✓ He/she shall not accept/proceed to undertake any duties/works outside the college without prior approval of the authorities concerned namely HOD and Principal
- ✓ Whenever a faculty is deputed / permitted to take up an assignment outside the college, the concerned should submit proof of attendance and the same should be recorded in the department

2.2 TEACHING LEARNING PROCESS

2.2.1 CURRICULUM GAP IDENTIFICATION

- ✓ The faculty is responsible for monitoring and ensuring the quality of his educational strategy, practice and procedure.
- ✓ The faculty should identify the curricular gaps for his/her respective subjects by comparing with other reputed universities and institutions and by considering the requirements in Industries.
- ✓ The faculty should identify the course outcomes for their subjects and perform mapping with Program Outcomes (POs) and Program Specific Outcomes (PSOs)
- ✓ The faculty need to fulfill the identified curricular gaps for the attainment of POs and PSOs by delivering lectures beyond the syllabus, arranging guest lectures, Value added course, Industrial visit, Internship etc.,
- ✓ The faculty needs to adopt various innovative teaching methods like using models, power point presentations, video lecturing and interactive learning methods to deliver the content to the students by means of analogy; real world examples and problematic aspects of concepts will be conveyed by a short cut method to create the best learning environment for students
- ✓ The faculty must facilitate students by providing information on online course/certificate course for bridging the curricular gaps in their respective subjects

2.2.2 IN-DEPARTMENT

- ✓ The Faculty Member should always keep the HOD in confidence about the member's professional and personal activities
- ✓ The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests and area of specialization
- ✓ In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD or Principal in academic, co-curricular and extra-curricular activities

- ✓ Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD and Class Advisor must be informed with appropriate alternate arrangements suggested
- ✓ The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student
- ✓ The Class Advisor must update the student's personal file/ folder regularly and put up for inspection by HOD/Principal as the case may be
- ✓ To give counseling to the students if needed
- ✓ To bring the students misbehavior in the class to the knowledge of the Class Advisor/ HOD/ Principal
- ✓ To carry out the administrative works of the department assigned by the HOD concerned

2.2.3 IN-CLASSROOM TEACHING

- ✓ Once the subject is allotted, the Faculty Member should prepare the lecture and hour wise lesson plan
- ✓ The faculty needs to adhere strictly to the academic calendar
- ✓ The Faculty Member should get the course plan, lesson plan and course file, approved by HOD and Principal
- ✓ The Course Information sheet and Lesson Plan should be communicated to the students. The format is given in Annexure-I.
- ✓ The course file is an official record, a compilation of the planning and execution of teaching/learning activities, carried out throughout a semester in an academic year for a particular subject. The course file consists of preface, previous year university question papers, notes, hand-outs, PPT, test/exam question papers, three model answer scripts for each test/exam (top, middle and bottom), Assignment plan, topics and copy of assignment, feedback analysis report etc. The teaching faculty has to get verified their course file by their HOD at least once in a month and submit it to the concerned HOD within three weeks of the last instruction day of the concerned semester
- ✓ The Faculty Member should refer to more books than textbooks and prepare his/her detailed lecture notes. These lecture notes are his/her aids for delivering the lecture. The Faculty Member should not dictate the notes in the class.
- ✓ The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
- ✓ The Faculty Member should engage the full 50 minutes and should not leave the class early.
- ✓ Attendance must be taken for each lecture/practical/tutorial preferably at the beginning of each lecture/practical / tutorial. Absence shall be indicated by 'A'. For every hour the student is present, attendance is marked cumulatively in the attendance register and at the attendance software.
- ✓ Every Faculty Member should maintain student's attendance records (log book) and the absentees roll number should be noted every day in the software classes/laboratory hours are over.
- ✓ Every faculty member should maintain a student's academic performance assessment card (Blue card)

for each subject that they are handling.

- ✓ The Faculty Member should make use of PPT, Models etc., as teaching aids. The faculty must practice active learning in the class through ICT tools and classroom activities like charts, Quiz and other activities regularly. Also, Faculty must use LMS tools like Google classrooms, Moodle, Canvas etc., for enriching the self-learning capability of the students.
- ✓ Faculty must ensure the availability of learning materials in the e-learn portal.
- ✓ The Faculty Member should encourage students asking doubts / questions.
- ✓ The Faculty Member should get the feedback from students and act / adjust the teaching appropriately.
- ✓ The Faculty Member should take care of academically backward students and pay special attention to their needs in special classes. Based on the performance in internal assessment tests and previous year university examinations the students are categorized as advanced (Bright students), average and slow learners.

✓ Identifying Slow learning Students

- ✓ Students who scored ***below 50% marks*** in three or more subjects in Continuous assessment Tests are identified as slow learners
- ✓ Students who are having more than 2 arrears in the previous semester Exams are also identified as Slow learners

✓ Assisting Slow Learners

- ✓ Additional Care should be taken by the faculties for monitoring the student activities about the deviations from studies and corrective measures should be suggested
- ✓ A blended motivation and responsibility from both parents and faculty will create a positive mindset and it will help to overcome the inabilities and hurdles faced by the weak students
- ✓ Extra coaching classes through remedial classes simplified exam-oriented coaching and separate hand out materials can also be provided to them.
- ✓ All activities for slow learners must be recorded and the outcomes must be measured and documented properly.
- ✓ The formats for recording slow learners details are given in Annexure-II

Identifying Advanced learners

- ✓ Students who scored above ***75% marks*** in all subject in internal assessment tests are identified as academically Advanced learners.
- ✓ Brightness encompasses many dimensions such as innate abilities, personality traits and environmental influences. Therefore, measures that go beyond purely academic achievement need to be used in order to identify students whose abilities are not indicated by tests performance.
- ✓ Identify students who are performing, as well as who have potential at levels well above year level expectations. This will be done by collecting evidence of their learning and performance through a range of assessments, intellectual and personality traits.
- ✓ Enhanced learning opportunities can be given for Advance learners and average learners like Independent Research Projects, Real-world problem-solving with industry partners, Guide

toward developing patentable solutions, Mentor for conference papers and journal publications.

- ✓ In problem-oriented subject, regular tutorial classes must be conducted. The tutorial problems must be handed over to the students at least in week in advance of actual class.
- ✓ The faculty can provide Experiential Learning experience by encouraging "Do it yourself" kind of Project assignments in the subjects they teach.
- ✓ The Faculty Member shall give all possible pattern (2-marks and 11 –marks) questions of each unit to the students as question bank as per AICTE Exam reforms pattern.
- ✓ The Faculty Member should interact with the Class Advisor or counselor and inform him / her about the habitual absentees, academically backward student, objectionable behavior etc.
- ✓ The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.
- ✓ The faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.
- ✓ The Faculty Member should make himself / herself available for doubt clearance to the students. They need to motivate the students and bring out the creativity / originality in the students.
- ✓ The Faculty Member should sign in the class log book every day after he/she finishes the lecture.
- ✓ The faculty must prepare their respective subject's internal assessment question paper by considering the course outcome and learning level perspective and evaluate the papers in time and submit the performance report to the class advisor.
- ✓ The faculty must collect the course exit survey from the students after model exam and evaluate indirect attainment. The format is given in Annexure-III.
- ✓ The direct attainment must be calculated from the internal exam and university exam and the final attainment must be submitted to the HOD. The format is given in Annexure-IV.
- ✓ Faculty may also plan for publishing their Lecture materials as books or Lecture materials in web with due copyrights.

2.2.4 IN-LABORATORY TEACHING

- ✓ The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- ✓ The faculty members will prepare a lab manual which is to be given to students before coming to the lab classes. For each experiment, possible viva questions are to be included in the manual.
- ✓ Whenever possible, additional experiments to clarify or enlighten the students must be given.
- ✓ Course outcome and course information sheet must be prepared for laboratories. A proper lesson plan must also be prepared. The format is given in Annexure-V.
- ✓ Faculty must implement Project based learning in the laboratories.
- ✓ The lab observations/records must be corrected then and there or at least by next class.
- ✓ Allow the students inside the lab only on submission of the records written up to date and on

confirming the student's preparedness for doing the experiments.

- ✓ To attest the readings of the experiment. To let the students, know the percentage of error he/she commits for every experiment.
- ✓ To sign the manual /observation record before the end of each practical class.
- ✓ Faculty shall follow the guidelines/instructions as prepared by the Lab in- charge. However, faculty can suggest changes in these matters with the consent of the HOD.

In order to prevent theft, faculty members are advised to take the following action.

- ➢ Before starting the practical's/projects, students shall be asked to check the PCs/equipment etc. and report in case of any missing items/irregularity to the lab In-Charge.
- ➢ As far as possible, allot the same PC to the same individual/same group of students (in case of projects).
- ➢ Students shall not be permitted to carry bags into the labs.
- ➢ In case of any missing/damaged item, the matter shall be immediately reported to the Lab In-Charge.
- ✓ Model Practical examinations will be conducted after completing all the experiments. i.e., before the University Practical examinations.
- ✓ Mini project must be carried out by all the students in their 2nd and 3rd year.(one project in a year)
- ✓ Faculty must try to cover Content beyond syllabus to bridge the gap in the syllabus
- ✓ CO and PO attainments (Refer Annexure-IV) must be calculated based on model exam marks and university examinations.

2.2.5 FEEDBACK AND QC MEETING MECHANISM

- ✓ To improve the quality of teaching and learning process and for creating conducive atmosphere for students learning feedback and QC meeting are conducted.
- ✓ Feedback must be collected from students through online twice in a semester (10 days after the commencement of the classes -interim feedback and before the model exam- final feedback).
- ✓ The feedback from the parents will be collected during parents meeting which is held after the internal test.
- ✓ Feedback will be discussed in quality circle meeting which is conducted with the faculty and student's representatives to attend the comments / grievances expressed by the students in the feedback.
- ✓ All feedbacks must have a detailed action taken reports duly acknowledged by HOD and Principal. The action taken reports must be submitted to the IQAC.
- ✓ If required, training/ orientation programs can be conducted by professional experts to master the skills of the faculty members in the hint of teaching, thus improving the efficiency of teaching-learning process.
- ✓ HOD and senior faculties collect feedback from students regarding the housekeeping services and transport services during class committee Meeting

- ✓ HOD will submit the reports to the Principal and Principal will direct the concern faculty/staff to take corrective measure immediately and report back to the Principal.

  Format for Student Feedback and Consolidated Data will be given in Annexure- VI

  Format for Parents Feedback will be given in Annexure- VII

  Format for Quality circle Meeting will be given in Annexure- VIII
- ✓ Grievances related with Internal assessments are to be obtained from the Students through the Quality Circle Meeting after every internal Exam.

2.2.6 ACADEMIC REVIEW COMMITTEE (ARC) AND ITS RESPONSIBILITIES

- ✓ Quality Assurance cell (QAC) and Academic Audit committee are merged together to form a new committee called Academic Review committee to improve the effectiveness of teaching learning and assessment process.
- ✓ ARC meeting will be conducted 5 times in semester i.e., before starting of the semester, after each assessment, after the end semester results are published.

Responsibilities of ARC:

- ✓ To ensure the effectiveness of the department administrative procedures such as
  - Conduction of periodic meetings
  - DAC meeting
  - Stack holder meeting
  - Faculty requirements
  - Subject allocation
  - Laboratory equipment upgradation
  - Calibration and maintenance of equipment
  - Budget planning
  - Conduction of QC meeting
  - Feedback
  - Faculty Specialization Group meeting
  - Faculty and technical staff training, etc.,
- ✓ To ensure the quality bench marks / parameters of the department for various academic and developmental activities
- ✓ Verification of lesson plan and course materials
- ✓ Verification of assessment of question paper setting and evaluation process
- ✓ Verification of laboratory conduction procedure
- ✓ Verification of academic documents and offering suggestions for improvement
- ✓ Ensuring the effectiveness of teaching learning process
- ✓ Verifying the course outcome, and program outcome attainment level
- ✓ Verifying the corrective measures taken to improve the quality of Teaching and Learning and also course outcomes

Format for Academic Review committee Report is given in Annexure- IX

2.2.7 Academic and Administrative Audit committee

- ✓ Academic and Administrative Audit committee of the Institution comprising internal IQAC members and External Experts, is responsible for conducting internal audit 2 times in a year after the previous semester results are published (tentatively during Feb and Sep). The external audit with External experts will be conducted once in 2 years.

The guidelines and format of the reports submitted by the department for audit are given in Annexure X

2.2.8 Digital Learning and Technology Integration

Online/Hybrid Teaching Guidelines

- ✓ Faculty must maintain proficiency in at least two LMS platforms (Google Classroom, Moodle, Canvas, etc)
- ✓ Minimum 20% of course content should be available digitally before semester commencement
- ✓ Interactive elements (polls, quizzes) must be incorporated in online sessions.
- ✓ Recorded lectures are to be prepared for asynchronous learning support
- ✓ Multiple assessment formats: MCQs, coding challenges, simulation project submissions should be used.

3. DUTIES AND RESPONSIBILITIES OF THE HEAD OF THE DEPARTMENT

- ✓ Arrange for conduction of Department Advisory committee meeting at least once in a year to discuss about the academic and developmental activities to meet out the vision of the department.
- ✓ Preparation of Master action plan based on the Gaps identified in the curriculum, Preparing Time table, scheduling, and preparation of action plan for each semester and execution of various departmental activities to achieve our goals.
- ✓ Allocating work load and other responsibilities to all the staff members in their departments based on their experience.
- ✓ The subjects are to be divided into two categories, which are theoretical and analytical. Then, the faculty members are requested to give their preferences (atleast 3 subjects) in each category. With that list, the HOD can play his role to finalize the subjects by considering the specialization of the faculty, experience and other workload of faculty etc.
- ✓ Monitoring the progress of academic work and other related activities like conduction of special classes, cycle tests, notes to students, evaluation of papers in time, sending reports to the parents, sending absentees information to parents, staff members going to classes in time, proper conduction of Practical classes as suggested in the guidelines.
- ✓ Responsible for improving overall pass percentage of students of their department students.
- ✓ Recommending and forwarding the leave letters of faculty members by ensuring alternate work arrangement is done.

- ✓ Planning and execution of Various department development activities like new lab set up, library books purchase, conducting workshops, training programs for the staff members, conferences as per the suggestions by Principal and Management etc.
- ✓ Conduction of Department Advisory committee meeting every year.
- ✓ Scrutinizing the Curricular gaps identified by faculty and consolidating the same for planning Value addition courses, Workshops, Guest lecturers etc.
- ✓ Curriculum and syllabus revision must be done every year and communicated to university.
- ✓ Taking actions in the appropriate time on purchase of equipment, consumables for the laboratories, stationeries for the students and budget utilization.
- ✓ Monitoring student's attendance and taking corrective steps to improve the attendance. Monitoring online data entry by the faculty members and class advisors. Monitoring student's discipline and taking corrective measures.
- ✓ Monitoring the performance of the students in the daily tests/cycle tests, internal tests and model examinations and taking corrective steps to improve the performance.
- ✓ Planning and execution of value added courses to improve the technical knowledge of the students and also the employability.
- ✓ Assessing the student's talents and skill and suggesting for training programs to the Training and Placement cell.
- ✓ Arranging Parents meeting periodically depending on the need.
- ✓ Monitoring the maintenance of stock in the department and proper utilization of the stock.
- ✓ Monitoring the cleanliness of all the Laboratories and class rooms of their department and giving instructions to the concerned persons to make it done.
- ✓ Maintenance and updation of all the department files.
- ✓ Conduct at least 2 societal activities every year to create awareness among rural community. Also, Projects can be carried out for rural people and proper recognition letters must be obtained from local Panchayats.
- ✓ Programs on Ethics, Gender sensitization, Human Values, Environment and sustainability are to be arranged in department once in a year.
- ✓ Guiding all the staff members in the process of execution of all the works in the dept.
- ✓ Guiding the staff members in R&D activities and Guiding and motivating the students to participate in Technical competitions and certifications.
- ✓ Ensure Faculty Trainings in Industries.
- ✓ Responsible for improving overall performance of the department.
- ✓ Supporting the Principal in preparing various details for University affiliation and AICTE approval.
- ✓ Format for Subject allotment form and order form is given in Annexure- XI
- ✓ Feedback on Curriculum must be obtained every year from Alumni, Students and Department Faculty and it must be submitted to IQAC periodically. The formats for curriculum feedback from students, faculty, Alumni are given in Annexure-XII

4. DUTIES AND RESPONSIBILITIES OF THE CLASS ADVISOR

- ✓ For each class, one faculty is appointed as class advisor. They need to maintain a Proctor card which has all the personal and academic details and a separate folder for each student.
- ✓ The class advisor will collect the attendance details for both sessions and submit it to the HOD.
- ✓ For the absent student's the intimation will be sent to the parents through SMS.
- ✓ While coming next day to college, the student will get sign in the Leave Card (Pink card) from class advisor and HOD.
- ✓ Those who are frequently taking leave are intimated to the parents by sending letter to the parents through post.
- ✓ Taking corrective measures to reduce the absentees for the class and also the tests.
- ✓ To ensure that every student is well supported to fulfill his/her learning potential
- ✓ In order to monitor the progress and quality of students, appraise them and consult their parents.
- ✓ To encourage the students to learn beyond the syllabus contents.
- ✓ Give awareness to students about the rules of attendance (general), Industrial Visits, sports, leave etc.
- ✓ To maintain student discipline in the class as per the college policies.
- ✓ To keep track of student's attendance and to ascertain whether there is any correlation between their attendance and performance and if so, to what degree
- ✓ Address student's queries.
- ✓ To inform the HOD about making alternative arrangement for lectures and practical's when a faculty is absent.
- ✓ To arrange for an effective induction programs and value added course for students in consultation with HOD.
- ✓ Implement the actions based on the minutes of class committee (QC) meetings.
- ✓ Arrange Parents Teacher meeting and all common functions of the college to represent the class.
- ✓ Make sure students of the department are regularly attending class and coming to the college in time in proper uniform.
- ✓ Make sure the academic targets in terms of university results and placement targets in terms of number of students placed are met.
- ✓ To arrange industrial visits and guest lecturers for students to improve their learning experience in consultation with HOD
- ✓ To encourage the students to participate in technical competitions conducted outside the college.
- ✓ Collect information regarding weaker students (in terms of academic and personal problems) from the subject teachers and arrange remedial classes, counseling sessions in consultation with the HOD.
- ✓ Prepare a subject wise list of the final attendance (APC), practical and lectures together and make forwarded to Principal within 3 days of a semester closing in the prescribed format through HOD.
- ✓ Update data regarding student's achievements in academics, sports, extracurricular activities etc.
- ✓ Any other duty the HOD/ Chairman/ Principal/Administrator may assign.

5. DUTIES AND RESPONSIBILITIES OF SPECIALIZATION GROUPS:

- ✓ Identification of experts in the respective specialization group.
- ✓ At the beginning of the semester, they can be invited for giving project ideas to the final year students.
- ✓ Arranging workshops/ seminars/guest lecture in their domains based on curriculum gaps identified.
- ✓ Submitting proposals for FDP/Seminar/ Funded Projects etc.
- ✓ Value added courses are to be planned and conducted to improve the employability of the students.
- ✓ Should take efforts to create Center of excellence and carry out consultancy activities.
- ✓ Should involve in research oriented activities like conference presentations, Publications in journals.
- ✓ Attending seminars/Workshops/FDP etc.
- ✓ Format for Action plan for specialization group and department is given in Annexure - XIII

6. DUTIES AND RESPONSIBILITIES OF THE LABORATORY IN-CHARGE

- ✓ To maintain the Non-consumable Stock Register, Consumable Registers, Lab manuals and data books.
- ✓ To find out the requirements for consumables for the laboratory and procure the same, before the start of every term.
- ✓ To plan for the procurement of any new equipment for the coming term well in advance. This can be done by visits to other colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges, etc.
- ✓ To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical satisfactorily.
- ✓ To organize the laboratory for oral and practical examinations.
- ✓ To hold those responsible for any breakage / loss etc. and recover costs.
- ✓ To ensure the cleanliness of the lab and switch off all equipment after use.
- ✓ Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal/Bursar for necessary action.
- ✓ The Lab Assistants are required to assist the respective Lab in-Charge for smooth functioning of the laboratories.
- ✓ Lab Assistants and in-charge shall be available for maintenance and care of resources/services of the institute
- ✓ All the Lab Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD through faculty in-charge of lab.

- ✓ Lab Assistants in coordination with Lab In-charge should display (i) List of Equipment /software with cost (ii) List of Experiments (iii) Lab Time Table (iv) Name of Lab In-charges / Lab Assistants etc. on the Lab Notice board.
- ✓ Lab In-charges and Lab Assistants are to report the matter in writing immediately to the HOD through faculty in charge as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
- ✓ Lab Assistants in turn shall note down the missing items in the respective Lab Register.
- ✓ If the students are responsible for the loss/missing item, then an amount equal to the two times the cost of the item plus the contingency charge as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.

7. ROLE AS MENTOR

- ✓ For every 20 students, a student counselor/mentor is allotted by the HOD. As a Counselor/ Mentor, the faculty shall advise/counsel the student on all the academic matters.
- ✓ He/she must meet the assigned students at least once in every fortnight to discuss about their difficulties.
- ✓ He/she shall understand student difficulties and counsel as per individual situations. Ensure that the academic progression of a student is continuously monitored and assessed.
- ✓ The mentor will submit report the details of counseling to the class advisor and HOD.
- ✓ Keep the parents appraised about the academic progress and general behavior of their wards
- ✓ The mentor should serve as a friend, philosopher, and guide.
- ✓ Arranging motivation programs and expert counseling.
- ✓ Guiding the students in co-curricular and extra-curricular activities.
- ✓ Preparing the students for Technical competitions

Guidelines and format for mentoring are provided in Annexure-XIV

8. ROLE AS PROJECT GUIDE

- ✓ Students should be provided with brief idea of various fields for selecting the project titles
- ✓ Students can be encouraged to carry out in-house projects and industrial projects
- ✓ In case of industrial project, students must submit the weekly report by consulting his external guide which has to be verified by internal guide, project coordinator and HOD
- ✓ Project guide has to assess each student in team and make them work in right way.
- ✓ Internal project reviews should be conducted in project phase -I and phase - II by the HOD, project coordinator and all the faulty of the department.

- ✓ Final project demo for the working prototype and the report are evaluated by a team of their respective guide, Internal Examiner and External Examiner.
- ✓ The projects are evaluated for 100 marks which has internal assessment marks for maximum 50 and external assessment marks for maximum 50 are graded according to the project contribution towards attainment of POs and PSOs.
- ✓ Evaluation of the project at the final stage can be done by industrial and academic experts for best project selection.
- ✓ The faculties should encourage students to participate in project exhibitions. The project exhibition is aimed to provide common platform to exhibit their innovations and their work towards excellence in latest technology.
- ✓ Students should be encouraged to publish their project work in reputed journals/conferences and to avail the external funding schemes for their project work.
- ✓ Evaluate the PO which the students attained through Project.
- ✓ The Project evaluation formats is given in Annexure-XV

9. GUIDELINES FOR STUDENT PROJECT

9.1 IDENTIFICATION OF PROJECTS AND ALLOCATION METHODOLOGY TO FACULTY MEMBERS

- ✓ The student's projects are selected in line with the department Program Outcomes.
- ✓ Project batches are formed based on the student's category i.e. advanced, average and slow blossom learners.
- ✓ Project batches are assigned to the faculties based on their designation and their specialization by the project committee and Head of the department.
- ✓ Faculty members interact with industries and host the industrial projects to the students. They also float society-oriented projects and research projects in their domain. In addition, the innovative ideas from the students will be encouraged and guided to continue as their project work.
- ✓ The faculties encourage the students to avail external funding schemes for their project work
- ✓ The faculties encourage the students to carry out in-house projects and support will be provided with all necessary resources.
- ✓ Project committee and panel members uses following parameters for accepting projects,
    - Cost
    - Commercial Reliability
    - Environmental aspect
    - Safety aspect
    - Ethics
- ✓ Project committee and panel members, verify the progress of the project by conducting internal reviews periodically. In reviews, students of a batch are requested to present their work and awarded marks to the individual students based on their contribution. Panel members also provide necessary suggestion to improve the project.
- ✓ The faculties encourage students to publish their project work in reputed journals/conferences

9.2 PROCESS FOR MONITORING AND EVALUATION

- ✓ The following committee members are monitor and evaluate the projects internally
  - ➢ HOD
  - ➢ Project Coordinator
  - ➢ Respective Guides
- ✓ The students will discuss with their respective guides and plan their work for every week.
- ✓ The guide, monitors and guides weekly work progress and completion of work assigned for every week.
- ✓ Students are supposed to submit the status of their work by a one-page report to the respective Project co- coordinator.

9.3 PROCESS TO ASSESS INDIVIDUAL AND TEAM PERFORMANCE

- ➢ The project coordinator appointed by the Head of the department is responsible for planning, Scheduling and execution of all the activities related to the student projects.
- ➢ Review Schedule and details of work to be done

Review No.	Work to be done	
	Software Project	**Hardware Project**
1	▪ 20% of work is to be completed ▪ Literature Survey ▪ Simulation tool and its validation ▪ Demo and demonstration about the tool ▪ Detailed discussion of work to be executed ▪ Proposed plan for the project phase – II ▪ Dividing the project into four modules	▪ 20% of work is to be completed ▪ Literature Survey ▪ Study about the components used for the project ▪ Detailed discussion about the block diagram and circuits to be used ▪ Tools used for the project ▪ Proposed plan for the project phase – II ▪ Dividing the project into four modules
2	▪ 30 % of simulation work (module-I) to be completed ▪ Discussion on simulation results as compared with existing work	▪ 30 % of project module (module-I) to be completed ▪ Demo on completed work
3	▪ 50% of Work is to be completed ▪ Interfacing module I and II ▪ Submission of documentation work for literature survey ▪ Conference paper has to be communicated	▪ 50% of Work is to be completed ▪ Interfacing module I and II ▪ Submission of documentation work for literature survey ▪ Conference paper has to be communicated
4	▪ 60 % of simulation work (module-II) to be completed ▪ Discussion on simulation results as compared with existing work	▪ 60 % of project module (module-II) to be completed ▪ Demo on completed work
5	▪ 75 % of Work is to be completed ▪ Interfacing module II and III ▪ Submission of documentation work for introduction	▪ 75 % of Work is to be completed ▪ Interfacing module I and II ▪ Submission of documentation work for introduction

	▪ Finalizing the chapters and its contents based on work nature	▪ Finalizing the chapters and its contents based on work nature
6	▪ 90 % of Work is to be completed ▪ simulation work(module-IV) to be completed ▪ Discussion on simulation results as compared with previous work ▪ Submission of chapters up to existing work	▪ 90 % of Work is to be completed ▪ Demo on completed work ▪ Submission of chapters up to existing work
7	▪ 100 % of Work is to be completed ▪ Interfacing module III and IV ▪ Submission of documentation work for proposed and references	▪ 100 % of Work is to be completed ▪ Interfacing module III and IV ▪ Submission of documentation work for proposed and references
Final	▪ Demo for the complete simulation work. ▪ Submission of final project report	▪ Demo for the complete project work. ▪ Submission of final project report

9.4 EVALUATION SCHEME FOR FINAL YEAR PROJECT:

The Project work carried out in the seventh and eighth semesters shall be assessed as follows:

Assessment method for Project work

Assessment Method	**Marks**	
	Phase I	**Phase II**
Continuous Assessment (Internal Evaluation)	50	50
End Semester Examination (External Evaluation)	50	50
Total	100	100

Criteria for Assessment of Project Work

- Interim project report shall be submitted before the project review with the approval of the supervisor. The Project Report prepared according to the approved guidelines and duly signed by the supervisor and the Head of the Department shall be submitted as per the timeline announced by the department.
- The End Semester Examination for the project work shall consist of an evaluation of the final project report by an external examiner, followed by a viva-voce examination conducted by a committee consisting of the external examiner and an internal examiner. The Controller of Examinations (CoE) shall appoint Internal and External Examiners for the End Semester Examination of the Project Work.
- The Continuous Assessment Marks (CAM) and End Semester Examination marks (ESM) distribution for the Project Work is given in the Table 9.13.

Project Phase I

Sl. No	**Description**			**Total**	**Weightage**
1		**Continuous Assessment Marks**			
a	Review1	Review Committee#	50	100	20
		Supervisor	50		
b	Review2	Review Committee#	50	100	20
		Supervisor	50		

c	Review3	Review Committee#	50	100	20
		Supervisor	50		
	Total CAM				60
2		**End Semester Marks**			
a	Evaluation of Phase I Report and Viva-voce	Review	30	100	40
		Presentation and Viva	40		
		Demonstration	30		
	Total ESM				40

CAM and ESM break-up for Project Phase–II

Sl. No	Description			Total	Weightage
1		**Continuous Assessment Marks**			
A	Review1	Review Committee#	50	100	20
		Supervisor	50		
B	Review2	Review Committee#	50	100	20
		Supervisor	50		
C	Review3	Review Committee#	50	100	20
		Supervisor	50		
			Total CAM		**60**
2	**End Semester Marks**				
A	Evaluation of final report and Viva-voce	Report	20	**100**	**40**
		Presentation and Viva	40		
		Demonstration	20		
B	Expected Outcome from the project##	Publication/ communication of papers / prototypes /patents etc	20		
			Total Marks		**100**

Template for Project Evaluation Report (Review) will be given in Annexure-XV

9.5 BEST PROJECT SELECTION CRITERIA

Best project is evaluated using two rounds,

1- Round-I:Internal Evaluation by project guide and Project Coordinator/HOD
2- Round –II: External Evaluation by Academic and Industrial Experts

Round-I

Sl. No	Criteria		Marks Obtained

		Marks	Project Guide	Project coordinator/ HOD
1	Major objective/ Principle	5		
2	Idea Originality and Uniqueness/ Innovation	10		
3	Utility Value - Scope of Project/ Product	10		
4	Working Model (or) simulation	10		
5	Efforts to Source Components/Subsystems/Software Tools etc.,	10		
6	Engineering Ingenuity Employed in Constructing/ designing the Project	10		
7	Completeness of the project	5		
8	Cost effectiveness	5		
9	Quality of the project report	10		
10	Team's Presentation Quality and answering for queries	5		
Total				

Round-II

Sl. No	Criteria		Marks Obtained	
		Marks	Academic Expert Evaluation	Industrial Expert Evaluation
1	Major objective/ Principle	5		
2	Idea Originality and Uniqueness/ Innovation	10		
3	Utility Value - Scope of Project/ Product	10		
4	Working Model (or) simulation	10		
5	Efforts to Source Components/Subsystems/Software Tools etc.,	10		
6	Engineering Ingenuity Employed in Constructing/ designing the Project	10		
7	Completeness of the project	5		
8	Cost effectiveness	5		
9	Quality of the project report	10		
10	Team's Presentation Quality and answering for queries	5		
Total				

BEST PROJECT- OVERALL EVALUATION REPORT

Sl. No	Criteria	Marks scored in		Total
		Round I	Round II	
1	Major objective/ Principle			

2	Idea Originality and Uniqueness/ Innovation			
3	Utility Value - Scope of Project/ Product			
4	Working Model (or) simulation			
5	Efforts to Source Components/Subsystems/Software Tools etc.,			
6	Engineering Ingenuity Employed in Constructing/ designing the Project			
7	Completeness of the project			
8	Cost effectiveness			
9	Quality of the project report			
10	Team's Presentation Quality and answering for queries			

10. GUIDELINES FOR COURSE OUTCOMES AND PROGRAM OUTCOMES ATTAINMENT PROCESS

10.1 PROGRAM OUTCOMES (POs)

PO1: **Engineering knowledge:** Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.

PO2: **Problem analysis:** Identify, formulate, review research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.

PO3: **Design/development of solutions:** Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal and environmental considerations.

PO4: **Conduct investigations of complex problems:** Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.

PO5: **Modern tool usage:** Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.

PO6: **The engineer and society:** Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.

PO7: **Environment and sustainability:** Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.

PO8: **Ethics:** Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.

PO9: **Individual and team work:** Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.

PO10: **Communication:** Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and

design documentation, make effective presentations, and give and receive clear instructions.

PO11: **Project management and finance:** Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.

PO12: **Life-long learning:** Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.

10.2 PROGRAM SPECIFIC OUTCOMES (PSOs)

PSO1: **Products Development:** An ability to design, analysis and to implement industrial applications.

PSO2: **Design Thinking:** A capability to design and examine the systems and to solve the unit commitment with various constraints.

10.3 PROGRAM EDUCATIONAL OBJECTIVES (PEOS)

PEO1: Employability: Graduates will have the ability to demonstrate skills in developing innovative ideas, and in providing effective solutions to complex engineering problems thereby being productive and participative global citizens

PEO2: Higher Education: Our graduates will have the ability and confidence to pursue higher education or exhibit professionalism in the career or take up entrepreneurial accomplishments

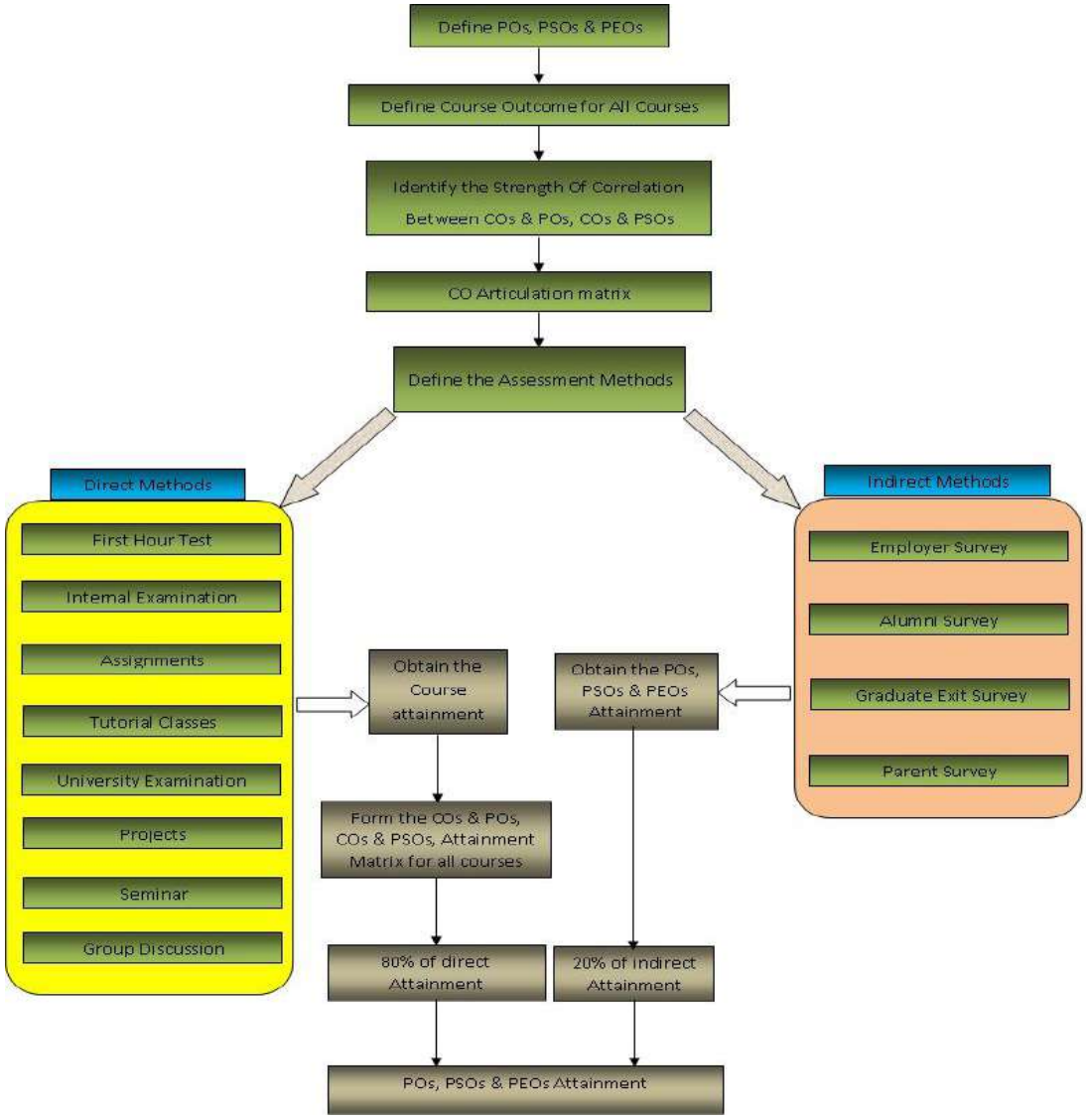
PEO3: Entrepreneurship: Our graduates will engage themselves in life-long learning thereby keeping themselves abreast of the contemporary issues.

PEO4: Ethical: Our graduates will have the technical competency to involve in multidisciplinary research within the suitable technological, global, societal, ethical, economical, environmental and organizational context.

Objective of COs and POs Attainment Process

- ✓ To impart outcome-based education and motivate students to focus their efforts in the right direction.
- ✓ To design and equip the laboratories in the department to the emerging needs of the technology.
- ✓ To achieve 100% pass percentage in university examinations.
- ✓ Getting 100% placement of all eligible students of the department.
- ✓ Establishing MoUs with reputed industries and universities for research, knowledge sharing and student placements.
- ✓ Taking ceaseless efforts to make the department a premier research and development Centre in the niche areas.

Flow chart for Processes carried out for the Attainment of COs, POs, PSOs and PEOs



10.4 ATTAINMENT OF COURSE OUTCOMES

In order to evaluate the achievement of course outcomes (COs), our institution perform, identify,collect and prepare datathrough one or more process for Outcome Based Education (OBE) .

CO Assessment Processes

Assessment tools are categorized into two methods to assess the course outcomes

I. Direct Method

In Direct method, the student's technical knowledge and skills are evaluated from their performance in the following methods.

- ✓ Theory Semester Examination
- ✓ Practical Semester Examination

II. Indirect Method

In the Indirect method, the student's technical knowledge and skills are evaluated from their performance in aptitude test, group discussions, mock interviews conducted by Alumni, Faculty from other departments and our department, conducting project exhibition and feedback from industrial experts.

10.4.1 ATTAINMENT OF COs THROUGH DIRECT METHOD

10.4.1.1 UNIVERSITY EXAMINATION

Measurement of COs through University Examinations

- **Fixing the target for CO attainment**

➢ Last 3 batch University exam results of a particular course and % of students obtained various grades are considered.

➢ Particular grade and the last 3 years cumulative % of students who obtained this grade and higher, nearer to 50 or 60% is taken as the reference.

➢ The target for the attainment for the next batch is fixed 5% above the reference

Sample calculation:

Department: Information Technology
Subject name: Computer Network **Subject Code: ITT61** **Semester: IV**

Batch	Grade							Total no of students
	S	A	B	C	D	E	F	
2018-22	1	17	15	19	3	0	0	55
2019-23	6	9	27	36	8	1	0	87
2020-24	0	16	38	27	5	3	0	89
Total	7	42	80	82	16	4	0	231
Percentage	3.03	18.18	34.63	35.5	6.93	1.73	0	
Cumulative%	3	21.21	**55.84**	91.34	98.27	100		

For 2021 - 25 Batch, attainment Target may be fixed as B Grade - 60%

Impact analysis

➢ Attainment is measured in terms of actual percentage of students getting set percentage of marks

➢ Every year, the targets are set higher for the succeeding years as a part of continuous improvement.

➢ If targets are not achieved, the course details will be discussed and analyzed in the department advisory committee for further action plan to attain the target in subsequent years.

10.5 ATTAINMENT OF PROGRAM OUTCOMES AND PROGRAM SPECIFIC OUTCOMES

Assessment tools are categorized into direct and indirect methods to assess the Program Outcomes and Program Specific Outcomes.

10.5.1 DIRECT ASSESSMENT

Direct measures are provided through direct examinations or observations of student's knowledge or skills against measurable course outcomes. The knowledge and skills described by the course outcomes are mapped to specific problems on internal exams/home assignments/group tasks. Throughout the semester,

the faculty records the performance of each student in all the course outcomes. At the end of the semester, students receive grades from external exams. The direct assessment methods adopted are:

- Academic performance
- First hour test
- Internal examination
- Assignments
- University examination
- Workshops/ Seminar/Guest lecture

10.5.2 INDIRECT ASSESSMENT

Indirect assessment strategies are implemented by embedding them in the course end survey, Graduate survey and Alumni Survey. Finally, program outcomes are assessed with above mentioned data and HOD, Class Advisors concludes the PO and PSO attainment level.

The indirect assessment methods are:

- Employer Survey
- Alumni survey
- Graduate exit survey
- Parent survey
- Course Exit Survey

10.5.2.1 EMPLOYER SURVEY

- ✓ The employer survey is a written questionnaire which employers of the program's graduates are asked to complete.
- ✓ Through this review, the effectiveness of our curriculum and how well the student is prepared in the department of is obtained.
- ✓ After receiving suggestions from various employers and the net overall attainment of POs, PSOs and PEOs are consolidated.
- ✓ This survey will greatly assist us in determining the college overall level of achievement of our Program Educational Objectives, POs, and PSOs.

10.5.2.2 ALUMNI SURVEY

- ✓ The alumni survey is a written questionnaire which alumni are asked to complete.
- ✓ This survey gives input on the Course Outcomes, Program Outcomes based on their experience after graduation, and after they have spent time in the working world.
- ✓ They are also resource for current students for potential networking and employment. The data will be analyzed and used for continuous improvement.
- ✓ After receiving suggestions from various Alumni's and the net overall attainment of POs, PSOs and PEOs are consolidated.

10.5.2.3 GRADUATE EXIT SURVEY

- ✓ Inputs from final year students are solicited annually through this Survey.
- ✓ The results are disseminated to the faculty and Department Advisory Committee for analysis and discussion.
- ✓ The questionnaire is designed to survey program outcomes, solicit about program experiences, career choices as well as suggestions and comments. This instrument seeks to assess how students view the department's program in retrospect.
- ✓ After receiving suggestions from various graduates and the net overall attainment of POs, PSOs and PEOs are consolidated.

10.5.2.4 PARENT SURVEY

This survey form will help us in accessing our training imparted to the students in terms of knowledge in their field which makes them to be unique in the Society/Organization.

- ✓ The Parent survey is a written questionnaire which parents of the ward are asked to complete.
- ✓ After receiving suggestions from various Parents and the net overall attainment of POs, PSOs and PEOs are consolidated.

10.5.2.5 COURSE EXIT SURVEY

- ✓ This survey form is for understanding the student's perspective on the CO and PO attainments through each subject.
- ✓ Each faculty will take a course exit survey for their respective subjects and will include the attainment as indirect means for calculating the CO, PO and PSO attainments for their subjects.

The formats for all the surveys are given in Annexure-XVI

11 . BUDGET AND PROCEDURE FOR PROCURING LAB CONSUMABLES AND STATIONERY

11.1 BUDGET

- ✓ Budget proposal submitted by Department.
- ✓ Overall Budget proposal including department budget, salary budget, Library, transport, hostel etc.
- ✓ Budget meeting with HOD s, Principal and Management - circular, minutes of the meeting.
- ✓ In the meeting,
  - ➢ Principal will welcome the management and HODs will present the details of activities and achievements.
  - ➢ Budget requirements will be discussed.
  - ➢ Finally, Management will approve it. The approved budget will be put before the GB.
- ✓ Principal will send the order to Department for budget approval.

The format for the Budget proposal is given in the Annexure –XVII

11.1.1 NON-CONSUMABLES

- ✓ The HOD as soon as realizing the need for the equipments (including furniture) for the next year/semester has to initiate a proposal to the Management for the procurement of the same, through the Principal with a copy of approved Budget
- ✓ Prepare the list of equipment to be purchased and the list of suppliers.
- ✓ Submit the proposal along with the budget and get the approval for the purchase from the Principal.
- ✓ Send the enquiry letter to the companies; specify the due date and the superscription to be made.
- ✓ Open the quotation after the due date, in front of Principal and prepare the comparative statement.
- ✓ The comparative statement must be submitted to the office after signed by the concerned lab in-charge and HOD and it should be checked with the quotation by the accountant and signed.
- ✓ The Lab in-charges and HOD may discuss with the Principal about the companies whose product can be considered, the purchase committee can be constituted and the first level price negotiation can be done with the companies by the Purchase committee.
- ✓ The minutes of the purchase committee meeting must be prepared and it should be submitted to the Chairman and the purchase will be finalized by the Chairman and Principal after having final round of discussion with the vendors.
- ✓ Based on the approval, order may be placed with that company. In the order, terms and conditions must be clearly mentioned. Purchase order will be prepared by the concerned lab in-charge (in the dummy letter head) and get it signed by Principal and to be submitted to the stores. Store keeper must prepare the purchase order (original) and get the approval from our Chairman & Managing director.
- ✓ After the delivery of equipment, first Gate entry should be made, then main store stock entry. After this, store keeper must transfer the items to the concerned department. In the department, the conditions of the equipment must be checked by the concerned lab in-charge and HOD and the stock must be entered in the stock register after checking the bills.
- ✓ The bills may be passed by the Department to the stores and accounts section only after ascertaining that there are no pending issues related with the equipment supplied by the company on earlier occasions.
- ✓ The account section may pass the bills to the Management for payment approval, after checking the bills with purchase order and with the advance amount if any, paid already.
- ✓ The payment information must be communicated to the HODs by the account section or the HODs must enquire about the status of the bill payment in the office for their information.
- ✓ For consumable purchase, the lab in-charges and HODs must submit the price list along with the list of items to be purchased and get the approval. The price list or quotation can be obtained from two or three shops.

11.1.2 STATIONERY

- ✓ Soon after the last working day of an academic year, HOD's should assess the requirements of stationery (Lab Record, Log Book, Students performance card, etc.) needed for the administration of their Department.
- ✓ After consolidation of the requirements and after getting the approval from the Principal, storekeeper will act for the bulk purchase of the stationery needed for the entire Institution.
- ✓ After procurement, the stationery required for each Department will be distributed by the Store keeper.
- ✓ Special indent for stationery in bulk for specific purpose such as conduct of workshops / conferences / seminars, etc. must be given by the HOD to the office well in advance (at least 10 days before the proposed date.) While preparing the special indent, the actual use of stationery during previous similar occasion should be considered as a basis.
- ✓ As soon as the purpose for which the stationery has been obtained is over, the unutilized portion has to be returned to the office by the HOD concerned. (The stationery obtained for a specific purpose shall not be used for normal work of the Department.

11.1.3 MAINTENANCE OF STOCK

- ✓ In case of laboratory, the following stock registers must be maintained
  - ➢ Consumables stock register
  - ➢ Non-consumables/valuables stock register
  - ➢ Other register(s) based on the requirement of the Department concerned.
- ✓ The staff in-charge for each lab is responsible for the proper upkeep of the material in the lab besides maintaining the consumable and non-consumable stock register of each lab. Each entry should be signed by the staff in charge of the laboratory and the HOD concerned.
- ✓ Whenever a new staff member takes over the staff in charge of a lab, he/she should take charge of the laboratory from his/her predecessor after verifying the entries of the stock registers. If there is any discrepancy, the fact should be reported immediately though the HOD to the Principal.
- ✓ If a staff member who is in-charge of a particular lab is on long leave, HOD should make alternate arrangements immediately to entrust the stock to another staff member. The newly entrusted staff member shall take possession of all the stocks immediately and the HOD has to report the fact to the Principal.
- ✓ Any breakage or damage of an item during its use should be immediately recorded in the stock register against that item in the remark's column. This should include the reason for the damage and any breakage fees to be collected from the staff member / student whoever is responsible for the damage. In case of expensive items, the matter should be reported to the Principal immediately for the recovery of the breakage fees. For inexpensive items, the breakage fee should be collected after the practical classes are over for the concerned semester.

- ✓ Similarly, loss of any item shall also be recorded in the register and reported to the Principal for recovery of the cost from person responsible for the loss.
- ✓ After the recovery of the costs and on the specific orders from the Principal the item lost / damaged has to be removed from the stock register.
- ✓ If any old item is beyond repair and cannot be put into the use, the same can be condemned after obtaining approval from the Principal. This must be entered in the stock register.
- ✓ No transfer of an equipment / material from one lab to another lab (even within the same Department) should take place without prior permission of the Principal. As and when such a transfer is made a note should be made in the respective stock register of the laboratory against the item regarding the date of issue, date of receipt and other relevant particulars.
- ✓ If any equipment is not functioning within the guarantee period, the company may be pulled up for rectification and it must be set right at the earliest.
- ✓ Periodic service and maintenance of equipments / machineries is a must.

11.2 STOCK VERIFICATION

- ✓ Surprise checks on stocks have to be carried out by the HOD in his/her Department at least once in a year. Principal or any member of the Management may also conduct surprise checks.
- ✓ Apart from surprise checks, annual verification has to be carried out by the staff members deputed by the Principal from other Departments before the end of the academic year.
- ✓ Discrepancy, if any, noticed during stock verification should be reported to the Principal immediately for further action.

12. FACULTY MEMBERS - EXPECTED CONTRIBUTION IN VARIOUS ACTIVITIES

Faculty members are expected to contribute as per the following assessment factor

Category	Factors Assessed	Assessment tools/methodology
Faculty	Faculty teaching quality	➢ QCM (Quality Circle Meeting), online feedback and oral feedback obtained from the students. ➢ University examination results (Staffs handling theory subject should produce more than 95% of result and more than 85% of result for the analytical subjects).
	Contribution in R&D Activities	➢ Number of proposals submitted to funding agencies like IEI, MSME, DST, DRDO, AICTE etc. ➢ Number of innovative products developed and R&D grants received from the funding agencies ➢ Number of publications in reputed International/National conferences and journals ➢ Consultancy activities

	Contribution in Minor and major Projects	➢ Mentoring the students in multi-disciplinary areas to fulfill the requirements of industry and society through innovative projects. ➢ Mentoring the students to participate in the various project contests which are conducted by NDRF (National Design Research Foundation), hackathon Project etc. ➢ Mentoring quality/innovative final year student's project
	Contribution in department activities	Faculty involvement in various department activities like ➢ Time table preparation ➢ Course material evaluation ➢ Lesson plan verification ➢ Internal test coordination ➢ Question paper assessment ➢ Post answer script valuation ➢ Lab monitoring ➢ Discipline monitoring ➢ Class monitoring ➢ Student counseling ➢ Arranging Industrial visit and Value-added courses. ➢ Arranging In plant training
	Contribution in college activities	Coordination in the college events like Induction Day, college annual day, Graduation Day, Innovators Day, Science Day, Sports Day, MITILENCE (National level technical and non-technical events), FRUITION (offer letter distribution) etc.,
	Contribution in Placement activities	➢ Conducting Technical Class ➢ Preparation of technical questions ➢ Conducting aptitude and technical tests ➢ Motivating Students ➢ Conducting communication improvement classes ➢ Conducting Group Discussion ➢ Conducting Mock Interviews ➢ Resume correction ➢ Taking efforts to bring core industries to the campus for recruitment
	Contribution towards Co-curricular / Extracurricular activities	➢ Informing about the symposium, paper presentation, project expo organized in other colleges/universities and preparing students ➢ Training and guiding the students for all events.

	Contribution of the faculty in Course file	➢ Course plan ➢ Individual timetable ➢ List of the students ➢ Internal and model question paper ➢ Key for question paper ➢ University question paper ➢ Sample answer paper ➢ Answer script evaluation form ➢ Content beyond syllabus ➢ Tutorial class handled ➢ Course exit survey ➢ Slow learner list
	Faculty Development Program (FDP)	➢ Number of FDP attended/organized ➢ Number of lectures delivered in other institutes ➢ Number of workshops, value added courses, guest lecturers attended/organized
	Use of any other Teaching – Learning Tools	➢ Various innovative teaching methodologies used (Project-based learning, Collaborative Learning, Computer-assisted learning)
Student	Academic Performance	➢ Performance of the students in daily test, internal test, pre-model, Model Exam and university examinations.
	Placement	➢ Quantity and quality of students placed ➢ Placement training for pre-final year and second year students by external training is arranged and training slots are included in the regular time table and also us by alumni students and final year students on every Saturday ➢ Soft skill and technical training for pre-final and final year students by the placement cell.
	Entrepreneur	➢ Number of programs organized to develop entrepreneurship. ➢ Number of proposals applied to MSME through TBI cell ➢ Number of proposals funded to become an entrepreneur
	Higher Studies	➢ GATE coaching classes ➢ Number of students qualified in GATE ➢ Career guidance programs ➢ Guidelines for competitive exams
	Participation in Curricular / Co-Curricular &	➢ Number of student participation in events outside and inside the state

	Extracurricular Activities	
	Value added courses	➢ Value added courses conducted for each class
	Achievements	➢ Student achievement in Curricular / Co-Curricular & Extracurricular Activities ➢ Student achievement in R & D activities and other competitions
	Student Centric Activities	➢ Role play, seminars, group discussion, assignments, preparing models and PPT, quiz etc.
	Remedial Coaching	➢ Coaching to weak students ➢ Hand out materials ➢ A special counseling and tutorial classes ➢ Night coaching classes
	Industrial visit / In-plant training / Internship	➢ Number of industrial visits organized ➢ Number of in- plant training undergone ➢ Number of internships
Department	DAC Meeting	➢ Setting target levels and reviewing attainment levels of outcome ➢ Review of department vision, mission, PEO, PSO. ➢ Roles and Responsibilities of various committees. ➢ Action to be taken for quality improvement.
	Budget	➢ Department requirement finalization
	Academic activities	➢ Department academic calendar ➢ Subject Allocation ➢ Work Load and Time Table ➢ Lesson Plan ➢ Course Material / Monograms ➢ Presentation session for quality checking ➢ Class schedule monitoring ➢ Syllabus coverage monitoring ➢ Lab Monitoring ➢ Quality circle meeting, Students feedback analysis and action taken ➢ Conduction of Internal Examinations ➢ Outcome analysis ➢ Communication to parents
	Training Activities	➢ Slow learners and advanced learners coaching ➢ Placement training ➢ In-house training conducted by department faculty

		➢ Value added courses ➢ Training for higher studies and Entrepreneurship
	Library	➢ The department Library has a collection of text books, journals and NPTEL videos ➢ Course material ➢ Seminar Reports and project reports of previous batches students are also meticulously preserved in the department library
	Laboratory Maintenance	➢ Purchasing of equipment/components ➢ Utilization register ➢ Updating of lab equipment ➢ Calibration and servicing of equipment ➢ Stock maintenance
	Infrastructure & Services	➢ Cleanliness and Maintenance ➢ Class room, Laboratories, R&D/Project Lab and Seminar Hall ➢ Internet Facility ➢ Canteen Facility ➢ Transport facility ➢ Furniture
	Extension Activities	➢ Society oriented activities ➢ Industry oriented activities
	R&D Activities	➢ Innovative products developed, R&D grants ➢ Number of publications ➢ Consultancy ➢ MoUs Signed

13. FACULTY PERFORMANCE APPRAISAL PROCESS

I. OBJECTIVE

The objective of Performance Appraisal System is to motivate each of the faculty member to perform better in delivering quality education and training to the students. The results of this assessment will be used for the following purposes:

(i) Award of annual increment in the pay scale.

(ii) Award of special increments and rewards in recognition of superior performance.

(iii) Award of Promotion.

(iv) Monitoring and recording the regular growth of each faculty member.

II. PERIOD OF ASSESSMENT

Assessment will be carried out every academic year after the completion of the academic year ending 30th May.

III. TOOLS USED FOR ASSESSMENT

The following tools shall be made use of to arrive at a Faculty Performance Index (FPI) for every faculty for every academic year:

- ✓ Self -Appraisal Form specially designed for this purpose, to be filled up by the member of faculty.
- ✓ Assessment to be given by the respective HOD on the Self -Appraisal Form itself.
- ✓ Student Feedback (in the prescribed form) on the performance of the teacher in each course taught by the member of the faculty during the respective two semesters.
- ✓ Results of the University Examinations in the courses taught by the teacher during the two semesters.
- ✓ Research contribution by the faculty members.
- ✓ Faculty member's involvement in Students development, Dept. and Institution development and Self development activities.

IV.COMPONENTS OF ASSESSMENT

The job responsibilities of a member of faculty can be broadly categorized into the following for components (Vide AICTE guidelines):

- ✓ Academic Activities.
- ✓ Research Activities.
- ✓ Extension Activities.
- ✓ Administrative Activities.

The performance of teacher on the four major components listed above can be estimated by breaking each one of them into sub-components and assessing the performance of the teacher in each one of the sub components as detailed below.

13.1 ACADEMIC

- ➢ Teaching
- ➢ Developmental
- ➢ Continuing Education

13.1.1 TEACHING:

The effectiveness of class room teaching and laboratory instruction imparted by a teacher in the courses taught by him / her during the two semesters can be assessed using the following tools:

- ✓ University Examination Results in the theory courses taught
- ✓ Student feedback in the theory courses taught

13.1.2 DEVELOPMENTAL ACTIVITIES

The performance will be assessed by the participation of the faculty member in one or more of the following developmental activities during the year:

- ✓ Blended Learning approaches practiced (Google Classroom, Role play, Group Discussion , Quiz, Chart Presentation, Hot seat, Any others)
- ✓ Innovative assignments
- ✓ Special lectures delivered
- ✓ Industrial visits organized

- ✓ Guest/Expert lecturers organized
- ✓ Development of Web based learning
- ✓ Mini projects guided
- ✓ Innovative projects guided
- ✓ Internal / External Workshops conducted
- ✓ Students online certifications
- ✓ Guidance for participation in Technical competitions
- ✓ Mentoring(with impact analysis)
- ✓ Laboratory modernization

13.1.3 CONTINUING EDUCATION

The performance will be assessed by the participation of the faculty member in one or more of the following activities during the year:

- ✓ Upskilling: NPTEL, EDX, Coursera, Udemy and other certifications.
- ✓ Participation in FDP/ STTP
- ✓ Participation in Workshop / Seminars
- ✓ Participation in Summer and Winter Schools
- ✓ Industrial Training (Faculty internship)

13.2 REASEARCH

- ➢ Project Guidance
- ➢ Sponsored Research
- ➢ Publication of Research papers and Reports
- ➢ Innovative projects developed, Patents filed, Published, Granted, Research scholars guided
- ➢ Funded seminars/ FDPs

13.2.1 PROJECT GUIDANCE:

The performance will be assessed by quality of projects and the Products developed by the faculty member during the year.

- Publications/ Patent filed related to Students projects are the measurable outcomes.
- Publications must be in Scopus and WOS

Note: Faculty with less experience can act as co-guide with senior faculty and claim the mark obtained by the corresponding senior faculty.

13.2.2 SPONSORED RESEARCH

The performance will be assessed by the faculty member's Participation in one or more of the following activities during the year:

- ✓ Preparation of R & D project proposal and submission to any one of the funding agencies listed below during the year.
- ✓ Execution of funded projects sponsored by one or more of the funding agencies listed below, during the year:
  - ➢ AICTE
  - ➢ DST
  - ➢ DRDO
  - ➢ Other R & D organizations and Industries
  - ➢ Personal research / Post – doctoral research
  - ➢ Consultancy activities
  - ➢ TBI activities

13.2.3 PUBLICATION OF RESEARCH PAPERS IN JOURNAL / CONFERENCE

The performance will be assessed by the faculty member's participation in one or more of the following activities, during the year.

- A Research paper is accepted and / or presented in a National / International Conference.
- Acceptance of a Research paper for publication in National / International, refereed journals (Indexed).

13.2.4 INNOVATIVE PRODUCTS/PROJECTS DEVELOPED/GUIDED, PATENTS FILED, PUBLISHED, GRANTED

The performance will be assessed by the faculty member's involvement in one or more of the following activities, during the year.

- Innovative projects/ products developed and applied for Patents.
- No. of Ph.D scholars guided, being guided, Number of Ph.D Examinership during the assessment year.

13.2.5 FUNDED SEMINARS/ FDPS

The performance will be assessed by the faculty member's Participation in one or more of the following activities during the year:

- Preparation of Seminar/FDP grant proposal and submission to any one of the funding agencies listed below during the year.
- Execution of sponsored Programs by one or more of the funding agencies listed below, during the year:
- AICTE/ISTE/IEEE
- DST
- DRDO/CSIR/ICMR
- Other R & D organizations and Industries

13.3 EXTENSION

13.3.1 Interaction with Industries and Institutions

13.3.2 Interaction with the society

13.3.3 Others

The performance will be assessed by the faculty member's participation in one or more of the following activities during the year:

13.3.1 INTERACTION WITH INDUSTRIES AND INSTITUTIONS

- ✓ Delivering expert lectures /workshops/training
- ✓ MOU with Industries
- ✓ Activities out of MOU
- ✓ Placement Initiatives
- ✓ EDP activities

13.3.2 INTERACTION WITH THE SOCIETY

- ✓ Participation in Community Services/Community radio programs/UBA/JSA etc.
- ✓ Providing non – formal modes of education for the benefit of Community (PMKVY/DDU-GKY etc.)
- ✓ Providing technical support in areas of social relevance (UBA Projects).

13.3.3 OTHERS

Membership in professional Society and participation in its activities

13.4 ADMINISTRATION

- At the Institution Level
- At the Department Level
- At the National Level

The performance will be assessed by the faculty member's participation in one or more of the activities listed under 13.4.1, 13.4.2 & 13.4.3, in addition to teaching.

13.4.1 AT THE INSTITUTION LEVEL

Officer In-charge of

(i) Examination
(ii) Library
(iii) Hostel
(iv) Industry – Institution cell, Placement Cell
(v) IQAC cell.
(vi) NSS, Youth Red Cross
(vii) Cultural Activities
(viii) Student Discipline and Welfare
(ix) Promotional Activities
(x) Admission Activities
(xi) Others

13.4.2 AT THE DEPARTMENT LEVEL

(i) Student Counselor
(ii) Class Adviser
(iii) Laboratory in-charge
(iv) Coordinator, Research & Development proposals
(v) Coordinator, Professional society
(vi) Innovative activities practiced
(vii) Any best practice contribution
(viii)Others

13.4.3 AT THE UNIVERSITY LEVEL/NATIONAL LEVEL

Participation in Policy Planning at the University/Regional / National level for development of Technical Education.

V. COMPUTATION OF FACULTY PERFORMANCE INDEX

Overall performance of a faculty member during an academic year will be defined by a single index termed as **"Faculty Performance Index" (FPI)** based on a five – point Grade system as given below:

Grade	Grade Description	Grade Point
A	Excellent	4.5 to 5
B	Very Good	4.0 to 4.5
C	Good	3.0 to 4.0
D	Fair	2.0 to 3.0
U	Unsatisfactory	less than 2.0

Follow up actions:

Grade	Follow up action
A	Recommended for Special increments and Promotions if AICTE requirement is fulfilled.
B	Recommended for increments and suggested to improve their performance further.
C	Faculty will be requested to concentrate more towards self- development, students development, Dept. and institution development
D	Faculty will be put under warning period for one year and their performance will be seriously monitored
U	Faculty will be issued show cause notice and their performance will be monitored for one more semester or otherwise their service will be terminated

The FPI is computed using the performance Indices (PI) of the four components and their weights.

The P.I. of the four components is computed using the PI of their sub components and their weights.

If FPI of the faculty is less than 2, he/she will be given notice and his/her performance is monitored for one maximum semester. If his/her performance is not improved, his/her service will be terminated.

Format for Appraisal Form guidelines will be given in Annexure-XVIII and
Self-Appraisal Form will be given in Annexure-XIX

14. BEST PRACTICES TO BE FOLLOWED

The Best practices to be followed in our institution is

14.1 PRACTICE – CONSTRUCTIVIST LEARNING WITH METACOGNITIVE DEVELOPMENT

Example : MIND MAPPING TECHNIQUE

- ✓ In all the subjects the Constructivist learning can be practiced by creating visual maps. (or student map out their learning journey as a Metacognitive Strategy)
- ✓ For each unit the faculty handling the subjects should prepare the mind mapping chart covering all the topics in the unit.
- ✓ The students must be given assignments for preparing the mind mapping chart for the given topics and best posters or chart may be considered for some prizes or appreciation.

- ✓ In the lesson plan and also in the log book mind mapping techniques for the various topics need to be recorded.

  (Note : Other Methods include The tools focus on active knowledge building through:

  - **Visual Construction Tools** (concept maps, problem-solution trees)
  - **Collaborative Tools** (jigsaw method, peer teaching)
  - **Experiential Tools** (simulations, design thinking)

  The tools focus on **learning self-awareness** through:

  - **Reflection Tools** (learning journals)

- ✓ HOD must ensure that all the faculty members of the department are following this technique Effectively

14.2 PRACTICE – PROJECT BASED LEARNING

- ✓ This practice is to be followed in all the departments for the subjects in which projects can be given. The topics or concepts are to be identified and project ideas must be given to the students by the faculty members.
- ✓ The students who have developed the projects may be instructed to present the concepts in the class room through the projects.
- ✓ This project presentation may be scheduled after completion of each unit.
- ✓ This is also must be recorded in the lesson plan and log book. The projects developed by the students must be showcased in the department.

14.3 PRACTICE – PROBLEM BASED LEARNING

- ✓ This practice will be followed for all the analytical subjects in which the concepts can be taught through problem solving
- ✓ Faculty members has to identify the list of topics which can be taught by solving the problems
- ✓ They need to define the problems very clearly and the solution for the problems are to be included in the lecture note
- ✓ They need to maintain the details of problems and the concepts taught through the problems in the course file.
- ✓ The details have to be recorded in the log book and also in the lesson plan

14.4 PRACTICE – INCORPORATION OF IKS IN THE SYLLABUS/COURSE

- ✓ The topics in each subject which can be related to ancient system / model are to be identified.
- ✓ At the end of each unit the topics related to IKS are to be handled by the faculty with PPT/Video Lectures /Models.
- ✓ In every month, the topics covered in the IKS series for the faculty members must be arranged for the students. This will be coordinated by IQAC cell.
- ✓ These details are to be recorded in the lesson plan, log book and in the course file.
- ✓ At the end of the semester a separate report must be submitted by the faculty members to the HOD.

14.5 PRACTICE – GATE TRAINING TO THE STUDENTS

- ✓ In each department faculty members will be divided into various groups based on their expertise or specialization. There will be one faculty coordinator nominated by the HOD.
- ✓ Last 5 years GATE question papers must be collected by the coordinator of the department or HOD.
- ✓ The GATE questions must be segregated by the coordinator or the HOD and the questions are to be given to the faculty groups for solving the problems with detailed explanation.
- ✓ A self-prepared solution manual can be compiled for each year GATE question paper by the departments.
- ✓ The coordinator or HOD has to schedule GATE training or coaching to the students for at least 6 months before GATE Exam and they should try to improve the number of students appearing for GATE and qualifying for GATE.

Faculties come out with new ideas on Teaching Methodology- need to conduct competition among them The National Educational Policy 2020 (NEP 2020) recommends the incorporation of Indian Knowledge System (IKS) into the curriculum at all levels of education. The documents related to best practices will be verified during the academic and administrative audit.

15. ROLES AND RESPONSIBILITIES OF SATUTORY BODIES , CELLS and COMMITTEES

In order to carry out the entire academic, research and developmental activities to meet out the program outcomes, various committees are constituted with the senior faculty members as coordinators and their responsibilities are given below.

A. GOVERNANCE & ACADEMIC OVERSIGHT

15.1 Academic Council (AC)

Composition:

1. The Principal (Chairman)
2. All the Heads of Departments in the Autonomous College
3. Four teachers of the Autonomous College representing different categories of teaching staff by rotation on the basis of seniority of service in the College
4. Not less than four experts/academicians from outside the Autonomous College representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences, etc., are to be nominated by the Governing Body
5. Three nominees of the University, not less than Professors
6. The Controller of Examination of the Autonomous College
7. A faculty member nominated by the Principal (Member Secretary)

Term: The term of the nominated members shall be three years

Meetings: Meetings of the Academic Council shall be held at least once every six months

Functions:

- ✓ To scrutinize and approve the proposals with or without modification of the Board of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto, etc.
- ✓ To make regulations regarding the admission of students to different programmes of study in the Autonomous College, keeping in view the policy of the Government
- ✓ To make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels
- ✓ To recommend to the Governing Body proposals for the institution of new programmes of study
- ✓ To recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes, and medals, and to frame regulations for the award of the same
- ✓ To advise the Governing Body on suggestions(s) pertaining to academic affairs
- ✓ To perform such other functions as may be assigned by the Governing Body

15.2 Board of Studies (BoS)

Composition:

1. Head of the Department concerned (Chairperson)
2. All faculty members of the Department
3. Two subject experts from outside the parent University are to be nominated by the Academic Council
4. One expert is to be nominated by the Vice-Chancellor from a panel of six recommended by the Autonomous College Principal
5. One representative from industry/corporate sector/allied areas to be nominated by the Principal
6. One member of the College alumni to be nominated by the Principal
7. Experts from outside the Autonomous College, whenever special courses of studies are to be formulated, to be nominated by the Principal

Term: The term of the nominated members shall be three years

Meetings: Meetings of the Board of Studies shall be held at least once every six months

Functions: The Board of Studies shall recommend the following to the Academic Council:

- ✓ Courses of studies
- ✓ Measures for the improvement of the standards of teaching and research
- ✓ Any other academic matter

15.3 Academic Standing Committee (ASC)

Composition of Academic Standing Committee is same as that of AC, except external members. ASC shall perform the functions under emergency situations subject to ratification by the AC.

15.4 Academic Planning Committee

- ✓ Scheduling of academic activities and preparing academic calendar in line with University Academic schedule
- ✓ Preparation of action plan with schedule for various co-curricular activities
- ✓ Allotment of subjects and other responsibilities to the faculty members
- ✓ Finalizing the academic procedures
- ✓ Lecture/Tutorial hall arrangement
- ✓ Preparing the schedule for the internal tests, model exam, University Practical Examinations

15.5 Academic and Administrative Audit Committee

- ✓ Ensuring the Effectiveness of Teaching Learning Process
- ✓ Verifying the Course Outcome, Programs Outcome attainment Levels
- ✓ Verifying the corrective measure taken to improve the quality of Teaching and Learning and also course outcomes
- ✓ Checking the documents and other academic details

B. CURRICULUM & PROGRAM DEVELOPMENT

15.6 Curriculum Designing and Restructuring Committee (CDRC)

Composition:

1. Head of the Institution
2. Deans of Academic, Placement & R&D
3. Heads of all the department
4. One faculty member from each department

Functions:

- ✓ Modifying Regulations and Curriculum in accordance with Standards and specifications prescribed by Accreditation Bodies, National Education Policy, etc.
- ✓ Conduct Needs Assessment and Analysis with respect to each program and suggest changes to be made in the Curriculum and Syllabi
- ✓ Ensure Up to date curriculum of all Programs offered by the Institute, based on timely requirements of Industry
- ✓ Suggest Curriculum delivery methods that include Pedagogical alternatives and learner-centered approaches for each course, for facilitating the achievement of Program Educational Objectives of all programs offered by the Institute

15.7 Department Advisory Committee (DAC)

Composition:

1. Chairperson: Head of the concerned Department
2. Internal Members: Two senior faculty members of the department
3. Industry Representative: One representative from industry/corporate sector / is related to the placement
4. One academician from other Institution
5. One meritorious alumnus
6. One parent
7. One student
8. Member secretary: Programme Academic Coordinator

Term: The term of the nominated members shall be three years

Meetings: The meeting may be scheduled as and when necessary, but at least twice a year

Functions:

- ✓ Formulate a process to review post implementation effects of curriculum
- ✓ Suggest measures to ensure academic standard and excellence of the course offered by the department
- ✓ Suggest the methodologies for innovative teaching and evaluation techniques; enhancement of industry institute interaction
- ✓ Identify and recommend the record of new programme
- ✓ Review target set for attainment of course outcomes and programme outcomes
- ✓ Guide and provide support to department for enhancing interaction with outside world
- ✓ Plan strategically to enhance the academic quality of department
- ✓ Resolve the address issues expressed by the stakeholders through feedback
- ✓ Defining and redefining the Programme Educational Objectives (PEOs) and Programme Outcomes (POs) based on the recommendations by department academic committee
- ✓ Study the achievement of PEOs and POs reported by department evaluation committee and suggest measures for improvement

15.8 Department Academic Review Committee (DARC)

Composition:

1. Head of Department (Chairperson)
2. Five faculty members (at least one from each specialization) nominated by HOD

3. Member Secretary: Programme Academic Coordinator / Programme Evaluation Coordinator

Functions:

- ✓ Review, revise and prepare curriculum structure based on institutional policy, suggest improvements in syllabus of a course/s prepared by course teacher/s and forward the curriculum to BoS for further recommendations
- ✓ Check appropriateness of course objectives, course outcomes, and mapping of COs with POs and suggest necessary improvements/modifications
- ✓ Monitor the academic progress throughout the semester, conduct of classes and take appropriate corrective measures to improve the quality of curriculum delivery
- ✓ Review academic performance of students
- ✓ Counsel the concerned course teachers for improvement based on student feedback, academic and question paper audit reports
- ✓ Verify the attainment level of course outcomes and programme outcomes
- ✓ Formulate strategy to collect feedback from stake holders, analyze the collected feedback and forward the analysis to DAC
- ✓ Contribute to maintain academic standard as well as improving the quality of the courses offered by the department and enhance industry–institute interaction
- ✓ Suggest open and professional electives considering societal needs
- ✓ Recommend methodologies for innovative teaching and evaluation techniques to BoS
- ✓ Coordinate research, teaching, extension and other academic activities in the department/college
- ✓ Carry out preparatory work for defining /redefining the Programme Educational Objectives (PEOs) and Programme Outcomes (POs) periodically
- ✓ Monitor evaluation of course attainments leading to achievement of programme outcomes and report the results of assessment to BoS

C. QUALITY ASSURANCE

15.9 Internal Quality Assurance Cell (IQAC)

- ✓ Ensuring the quality of teaching learning process
- ✓ Conduction of Co-curricular and Extracurricular activities, Placement and Training
- ✓ Faculty Development, Facilities and Research and Development activities to meet out the standards of Higher Education
- ✓ Monitor the Institute's activities periodically and provide suggestions for improvement in order to confirm the attainment of expected outcomes

- ✓ Maintains and update the records / reports of various activities of the Institute Periodically

15.10 Class Committee and Quality Circle Meeting (QCM)

Composition:

1. Chairperson – Class advisor of the class
2. All the course handling staff of the class
3. Students (a minimum of 6 consisting of 3 boys and 3 girls on pro-rata basis)

Functions:

- ✓ Clarify the regulations of the programme and the details of rules therein
- ✓ Inform the student representatives about the academic schedule including the dates of assessments and the syllabus coverage for each assessment
- ✓ Inform the student representatives about the details of Regulations regarding marks assigned for each assessment
- ✓ Analyze the performance of the students of the class after each continuous assessment test and initiate steps for improvement
- ✓ Identify slow learners, if any, and request the faculty concerned to provide additional help / guidance / coaching to such students
- ✓ Discuss and sort out problems experienced by students in the classroom and in the laboratories
- ✓ The QCM shall be constituted within the first week of the commencement of any semester
- ✓ The chairperson of the Class Committee may invite the student mentors and the Head of the Department to the Quality Circle meeting
- ✓ The Head of the Institution may participate in any class committee meeting
- ✓ The Chairperson is required to prepare the minutes of every meeting, submit the same through the Head of the Department to the Principal within two days of the meeting

Meetings:

- ✓ Meeting 1: One week before the 1st Continuous assessment test
- ✓ Meeting 2: One week before the 2nd Continuous assessment test
- ✓ Meeting 3: One week before the Model Exam

D. EXAMINATION & ASSESSMENT

15.11 Examination Cell

- ✓ University correspondence related with University examinations
- ✓ Conduct of Internal assessment and University Examinations
- ✓ Facilitating the students to apply for revaluation and distribution of marks sheets to Students

- ✓ Compiling University Examination results and submission of report to Principal for corrective measures for improvement

15.12 Board of Examinations (BoE)

Composition:

1. Head of the Institution (Chairperson)
2. Dean Academics
3. Controller of Examination(CoE): Member Secretary
4. One expert possessing ten years of industrial/ field experience nominated by the Chairman Coordinators (Examinations, Assessment, Results and Tabulation)

Functions:

- ✓ The BoE shall
    - i) Ensure proper performance of the various duties in conducting examinations viz. paper setting, time table preparation, assessment and declaration of results.
    - ii) Recommend examination reforms and shall implement after the approval of academic council.
    - iii) Prepare the detailed time table of examinations as per the schedule approved by academic council.
    - iv) Arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, faculty and invigilators
- ✓ Chairman, BoE shall constitute Complaint Redressal Committee for examination (CRCE) consisting of three members as and when required to deal with the complaints related to the conduct of examinations
- ✓ The recommendations of the CRCE shall be approved by Chairman for the BoE to take appropriate disciplinary actions in the concerned matter. The disciplinary actions shall be endorsed by the BoE
- ✓ The BoE shall perform duties and responsibilities that are assigned by Academic Council of the institute from time to time

15.13 Complaint Redressal Committee for Examination (CRCE)

Composition:

1. Principal (Chairperson)
2. COE (Member Secretary)
3. Dean Academics
4. HODs
5. Senior faculty member of the staff or student department
6. Three or five faculty members (depending on the issue to be handled) nominated by Principal

Functions:

- ✓ Malpractices in examinations
- ✓ Instances of plagiarism
- ✓ Complaints regarding misconduct during exam periods
- ✓ Grievances related to exams received from students and staff via the Grievance Cell
- ✓ Misconduct by teachers or students resulting in serious consequences during exams
- ✓ Individual notifications will be sent to committee members to convene and examine the case
- ✓ Resolve the Addressing issues and submit the investigation report to the Chairperson
- ✓ The Chairperson will make the final decision and, if necessary, impose penalties
- ✓ Final decisions and penalties will be reviewed and approved at the subsequent Academic Council Meeting

Meetings: Complaint Redressal Committee for Examinations will be convened when necessary to investigate examination related issues or resolve issues

15.14 Academic Appeal Board (AAB)

The Academic Appeal Board is constituted with Dean Academics as convener and two senior level professors as members, and the concerned Head of the Department and Class Advisor as co-opted members. The board will receive the grievances/complaints in writing from the aggrieved student regarding anomaly in award of marks. The board will examine the complaints and recommend appropriate measures to the Head of the Institution, for necessary action. The entire process of Continuous Assessment / End semester shall be made transparent, in which students can get the explanation of marks being awarded from the course instructor, if and when required. However, if a student finds some anomaly in the award of marks in the continuous assessment, he/she can make an appeal to the Academic Appeal Board for review of marks awarded.

E. STUDENT WELFARE & DISCIPLINE

15.15 Anti Ragging Committee

- ✓ Display of anti ragging instructions and creating awareness among students on impact of ragging and its consequences
- ✓ Appointment of volunteers to prevent ragging in the campus
- ✓ Monitoring the students inside the campus, Hostel, college bus and other nearby places outside the campus to prevent ragging and also addressing the complaints
- ✓ Periodic interaction with the students to prevent ragging

15.16 Grievances Redressal Committee (GRC)

- ✓ Arranging frequent meetings with the students for expressing their grievances
- ✓ Forwarding the grievances to the Principal and providing suggestions for rectification
- ✓ Arranging for counseling to the needy students
- ✓ Facilitate the functioning of Student Grievance Redressal Committee (SGRC) and initiate corrective measures to resolve the reported grievances

15.17 Students Grievance Redressal Committee (SGRC)

- ✓ Arranging frequent meetings with the students for expressing their grievances related to admission Policy, Education, Academic infrastructure, Examinations, Caste / Gender / Minority / Disabilities, etc.
- ✓ Forwarding the grievances to the Principal and providing suggestions for rectification
- ✓ Arranging for counseling to the needy students

15.18 Internal Complaints Committee (ICC)

- ✓ To facilitate a safe environment that is free of sexual harassment
- ✓ To promote behaviors that create an atmosphere that ensures gender equality and equal opportunities
- ✓ To ensure that the mechanism for registering complaints is safe, accessible and sensitive
- ✓ To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary
- ✓ To advise the competent authority to issue warnings or take the help of the law to stop the harasser, if the complainant consents
- ✓ To seek legal intervention with the consent of the complainant
- ✓ To make arrangements for appropriate psychological, emotional and physical support (in form of counseling, security and other assistance) to the victim if so desires

15.19 Code of Conduct Committee

- ✓ All Committee members are expected to support the Institute by upholding the standards / codes prescribed in Human Resource Manual
- ✓ The Committee should organize awareness programs for ensuring the internal stakeholders act in accordance with the prescribed stipulations
- ✓ The committee should orient the faculty/students based on revisions made in the Human Resource Manual from time to time
- ✓ Committee should inculcate accountability among the Faculty / students for their actions and should initiate discussion, whichever is appropriate for curtailing deviations
- ✓ The committee should recommend corrective measures for ensuring harmony and congenial environment for all the stakeholders

15.20 Discipline Committee

- ✓ Ensure that students are wearing ID cards inside the campus
- ✓ Verify if the students are following proper dress Code. Low Hip Pant, Short Shirts, Shirts with any text printing, Jeans, short chudithar and leggings are not allowed inside the campus
- ✓ Check if the students are wearing coat and shoes during lab hours
- ✓ View late comers strictly and refrain them from attending classes in found to be a regular late comer
- ✓ Ensure the students don’t unnecessarily roam on the corridor during working hours
- ✓ Make certain that the students maintain discipline in the college bus and during the conduct of various events in the college premises

15.21 Mentoring Committee and Counseling

- ✓ Students performance monitoring
- ✓ Counseling for slow learning students
- ✓ Arranging special coaching for clearing arrear papers
- ✓ Interaction with Parents about their wards performance
- ✓ Arranging motivation programs and expert counseling
- ✓ Guiding the students in co-curricular and Extra-curricular activities
- ✓ Preparing the students for Technical competitions

F. RESEARCH & DEVELOPMENT

15.22 R&D Cell

- ✓ Sharing of information to the faculty members regarding the R&D agencies and funding schemes available
- ✓ Arranging for frequent R&D meetings, to discuss about the progress of R&D activities of the college
- ✓ Arranging for workshops/seminars to the faculty members in order to facilitate them to carry out research activities
- ✓ Identifying the interested students and faculty members to form the core research team in each department and also guide them to carry out innovative projects
- ✓ Facilitating the students for getting inputs from External sources to take up innovative projects and successful completion of it
- ✓ Exploring the possibilities of consultancy activities to be carried out in the institution and facilitating effective execution of it
- ✓ Coordinate with EDP cell and TBI coordinator to take up the project ideas into real time implementations

15.23 Innovation and Ideation Club

- ✓ Arranging inter department and inter college technical competitions like quiz, poster presentation, circuit debugging, code debugging, mini project etc.
- ✓ Motivating and guiding the students to participate in technical events and competitions
- ✓ Motivating and guiding the students to come out with innovative ideas on recent technologies and arranging for periodic discussion with senior faculty members and experts from Industries
- ✓ Arranging for regular workshops on problem solving, providing hands on training and facilitate them for generation of new ideas
- ✓ Arranging for periodic interaction with innovators, researchers, and entrepreneurs
- ✓ Conduction of Ideathons, Hackathons and Project Competitions to provide a platform to showcase their talents on innovation

15.24 Venture (Start-up) Club

- ✓ Motivating and creating awareness among the students on Start-ups and kindle their interest towards creation of start-ups by arranging programs with the experts from CII, CII-YI and others
- ✓ Arranging for regular workshops on business planning and competitions

- ✓ Arranging for periodic interaction with innovators, start-ups, and entrepreneurs and facilitating them to acquire knowledge on various procedures for start-up creation
- ✓ Conduction of start-up mela and Competitions on Business planning to provide a platform to showcase their talents and for inviting Venture capital investors, Angel investors and promoters

G. INDUSTRY & CAREER DEVELOPMENT

15.25 Industry-Institute Interaction Cell

- ✓ Arranging in-plant training, industrial visit, expert lectures based on the requirements
- ✓ Facilitating the Faculty members to visit the industries and get exposure on industrial practices
- ✓ To assist the Departments in organizing workshops, conferences and symposia in collaboration with industries and take up industry supported mini projects and projects
- ✓ Facilitate the faculty members to involve in consultancy activities
- ✓ To create 'Centre for Excellence' and R&D Laboratories with the support of Industries
- ✓ Arranging for MoUs between the institute and industries
- ✓ Arranging for students training on latest technologies and also on soft skills and inviting the industries for campus recruitment

15.26 Career Guidance Cell (GATE/GRE/Civil Services, International Admissions)

- ✓ Arranging for awareness lecture for GATE, Civil services, GRE, TOFEL, IELTS and International admissions
- ✓ Motivating and guiding the students to take up the Competitive Examinations
- ✓ Arranging training to the students for GATE, Civil Service Examinations
- ✓ Facilitating the students to get admissions in foreign universities under scholarship schemes through International Admissions Office

15.27 Entrepreneur Development Cell

- ✓ Arranging for entrepreneurship awareness and motivation programs like workshops & seminars for our students
- ✓ Identification of best innovative project ideas of our students and faculty leads to product development, then arranging for discussions with Govt. EDP Experts and MSME experts
- ✓ Initiate the action for starting Innovation cafe in our college
- ✓ Facilitating conduction of skill development programs which leads to self-employment through entrepreneurship

H. CO-CURRICULAR & EXTRA CURRICULAR

15.28 Sports Committee

- ✓ Arranging for sports and games practices for our students
- ✓ Arranging for Inter College and Intramural sports competitions
- ✓ Procuring sports and games items required and taking care of its maintenance
- ✓ Maintaining records of sports events attended by our students

15.29 Cultural Committee

- ✓ Arranging for cultural activities in the college(Monthly once)
- ✓ Arranging for competitions

15.30 Language Club

- ✓ To develop communication skill and confidence level of the students
- ✓ To improve their accent and fluency
- ✓ Arranging for competitions like debate, oratory, essay, Group discussion etc.

15.31 Maths Club

- ✓ To arrange for activities with the help of student coordinators to create interest among the students on Mathematics
- ✓ To arrange for competitions to bring analytical skills and apply of Mathematics in core engineering
- ✓ To arrange bridge course for First year students from School learning analytical perspectives to higher learning level

I. SOCIAL SERVICE & ENVIRONMENT

15.32 NSS Cell

- ✓ Arranging for events to orient the students to community services
- ✓ Conduction of field work in colleges and in adopted villages
- ✓ Organizing camps in the rural areas to create health awareness, safety awareness and environment protection among the people

15.33 Red Ribbon Club

- ✓ To promote voluntary non-remunerated blood donation among youth
- ✓ To spread the message on AIDS awareness

15.34 Women Empowerment Cell

- ✓ Organizing the events that promote the culture of respect and equality for female gender
- ✓ Arranging for skill development courses for rural unemployed women
- ✓ Conducting awareness programs on women specific health issues

15.35 Eco Club

- ✓ Educating Students about Pollution and Environmental hazards through Human activites and measures to minimize it
- ✓ Organize seminars, debates, lectures and popular talks on environmental issues
- ✓ Creating Awareness about Environmental Protection / Preservation Activities like Rain Water Harvesting, energy consumption, waste Management, etc.
- ✓ Collaborate with other cells like NSS, RRC, etc. to accomplish the greening of the campus and involve in clean-up drives (in locality), door-to-door campaigns, Campaigns against banned carry bags, etc.
- ✓ To Observe / Schedule Green Day (Pollution Free Day), Earth Day (Tree Plantation)
- ✓ To facilitate the conduct of Green Audit within the campus

- ✓ The associate with Innovation Club to evolve eco-friendly products

J. INFRASTRUCTURE & SUPPORT SERVICES

15.36 Budget & Finance Committee

- ✓ Preparation of Dept. budget
- ✓ Review of budget utilization and taking corrective measures to improve the utilization

15.37 Transport Committee

- ✓ Bus timing and speed limit should be monitored daily
- ✓ Bus in charges are requested to check the bus pass twice a month
- ✓ Bus in-charges are requested to monitor the student's behavior inside the bus and report to respective HOD's
- ✓ They are requested to be very strict in avoiding foot board travelers
- ✓ It is the duty of the in-charge to report the bus coordinators if the particular route bus fails to come on time
- ✓ Bus in-charges are requested to follow strictly not to play the music system during the morning trip

15.38 Maintenance Cell

- ✓ To take care of servicing and calibration of equipment in lab
- ✓ To take care of maintenance and repairing of furniture's and other department items as and when required
- ✓ To maintain the cleanliness and ambience of the labs, class rooms, faculty rooms and other common places of the department

15.39 Infrastructure Management / Time Table Committee

- ✓ Class room allocation
- ✓ Laboratory scheduling
- ✓ Preparing the time table for academic activities
- ✓ Allocating the common facilities like Auditorium, AV room, Seminar hall etc. to various departments

15.40 Library Development Cell

- ✓ Co-ordinate with all department HODs, Department Library Co-ordinators in collecting the books requirement
- ✓ Arranging for periodic meeting to improve the library facilities
- ✓ Directing the librarian to maintain the files and books in order
- ✓ Provide suggestions for improving the utility of the library

15.41 Hostel Committee

- ✓ Allocation of rooms to the hostel admitted students
- ✓ Maintaining the details of hostel students, communication address, contact numbers of their parents and the records like in-out record, fee payment record, visitors record and leave record
- ✓ Arranging for maintenance as and when it is required
- ✓ Maintaining discipline inside the hostel
- ✓ Monitoring the students during study hours and arranging for special coaching for the hostel students to improve their academic performance

15.42 Canteen Committee

- ✓ Checking the quality of foods at canteen
- ✓ Checking the cleanliness of the dining hall
- ✓ Monitoring the prices of the snacks and food items and taking corrective measures if there is any complaint in respect of this

K. COMMUNICATION & OUTREACH

15.43 College News Letter, Magazine, Prospectus Committee

- ✓ Collecting the details from the dept.(monthly report)
- ✓ Compiling the contents and designing of pages
- ✓ Arranging for printing and dispatch of News letter to University, other colleges, and schools

15.44 Website Maintenance Cell

- ✓ Updation of Institute Home Page, Program Scroll, News Scroll, Department Scroll, Study abroad scroll on daily basis
- ✓ Updation of the Institution profile, Gallery, Tweets and status of all activities and achievements of the institution across various social media like Facebook, WhatsApp, Google +, Twitter etc., as a part of weekly maintenance
- ✓ To identify event/student of the month and place it in homepage banner, creation of supporting websites for forthcoming conference, institutional events, etc., as a part of monthly maintenance
- ✓ To update Institution Newsletter, Department Webpage Content Changes, Elite student Portal, Exam cell notification as a part of end semester maintenance

15.45 Alumni Cell

- ✓ Collecting Alumni information and updating the details frequently
- ✓ Sending important achievements and other developments of the institution through group mail and also through WhatsApp group
- ✓ Arranging for Alumni interaction with the students of all the years frequently
- ✓ Arranging for Alumni meet every year in the month of December to get their suggestions for improvement

15.46 Staff Recreation Club

- ✓ Arranging for social interaction of the staff members to strengthen the interpersonal relationships among staff members
- ✓ Arranging for Programs for the kids of the staff members during Independence Day and Republic day celebrations
- ✓ Arranging for meeting to exchange Greetings among the staff members during festivals

L. ADMINISTRATIVE COMMITTEES

15.47 HODs Committee

- ✓ Allocating work load and other responsibilities to all the staff members in their departments based on their experience

- ✓ Scheduling of various activities, preparation of action plan /and execution of various departmental activities to fulfill the gaps identified and achieve our goals
- ✓ Monitoring the progress of academic work and other related activities like conduction of special classes, daily tests, notes to students, evaluation of papers in time, sending reports to the parents, sending absentees information to parents, staff members going to classes in time, proper conduction of Practical classes as suggested by Principal etc.
- ✓ Planning and execution of Various dept. development activities like new lab set up, library books purchase, conducting workshops, training programs for the staff members, conferences as per the suggestions by Principal and Management etc.
- ✓ Taking actions in the appropriate time on purchase of equipment, consumables for the laboratories, and stationeries for the students
- ✓ Monitoring the performance of the students in the daily tests, internal tests and model examinations and taking corrective steps to improve the performance
- ✓ Arranging Parents meeting periodically depending on the need
- ✓ Maintenance and updation of all the dept. files
- ✓ Guiding all the staff members in the process of execution of all the works in the dept.
- ✓ Guiding the staff members in R&D activities and Guiding and motivating the students to participate in Technical competitions and certifications
- ✓ Responsible for improving overall performance of the department
- ✓ Supporting the Principal in preparing various details for University affiliation and AICTE approval

15.48 HODs Sub-Committee for Students Activities, Feedback Committee/Special Group

- ✓ Identification of experts in the respective specialization group
- ✓ Arranging workshops/ seminars/guest lecture
- ✓ Submitting proposals for FDP/Seminar/ Funded Projects etc.
- ✓ Value added courses
- ✓ Center of excellence/ consultancy activities
- ✓ Analyzing the feedback and suggesting corrective measures

15.49 Purchase Committee

- ✓ Analyzing the purchase requirements and quotations submitted by vendors
- ✓ Analyzing the comparative statements and negotiating with vendors
- ✓ Recommending for order placement

M. COORDINATORS (Individual Roles)

15.50 Programme Academic Coordinator (PAC)

- ✓ Coordinating all academic activities of the department viz Curriculum revision, framing of syllabus, time table, member secretary for BoS meeting, re-registration of course/s, display and submission of attendance status
- ✓ Conducting internal academic audit and department advisory committee meeting as a member secretary
- ✓ Monitoring the academic activities and conduct of classes
- ✓ Extending necessary help to department academic and evaluation committee
- ✓ Recording and forwarding all academic related documents to Dean Academics
- ✓ Working in association with Dean Academics

15.51 Department Evaluation Coordinator (DEC)

- ✓ Conduct course and graduate exit survey, make arrangements for feedback from stakeholders (industry/employer/alumni/student) and feedback analysis
- ✓ Monitor the assessment of course outcome
- ✓ Compute / assess / evaluate the achievement of PEOs and POs as per NBA/NAAC requirements
- ✓ Compile the information required for the preparation of Annual Quality Assurance Report (AQAR) by the Internal Quality Assurance Cell (IQAC)
- ✓ Extend necessary help to department academic and evaluation committee

15.52 Class Advisor

Head of the Department will allot one faculty member to be the class advisor for a particular batch of students throughout their period of study. The role of class advisors is as follows:

- ✓ To motivate and closely monitor the performance of the students
- ✓ To maintain all important documents of the students for reference/inspection by all committees
- ✓ To work closely with the student counselors on matters related to students and update the details from time to time in student's profile for further reference
- ✓ To build a strong alumni base for the institution by maintaining a possible rapport with students and parents

15.53 Course Committee for Common Courses

Each common theory / laboratory course offered to more than one class / branch shall have a Course Committee, comprising all the faculties who are teaching the common courses and one of them is nominated as a Course Coordinator.

Sl. No	Nature of common courses	Person Responsible for Forming Course Committee and Nominating Course Coordinator
1	For common courses handled in a particular department	Respective HoD
2	For common courses handled in more than one department	Controller of Examinations (CoE) inform the course committee details to the Principal to get approval for the same and intimate to the concerned faculty

The course committee will ensure that a common question paper is prepared for the tests / exams and uniform evaluation is to be carried out. The Course committee will meet a minimum of 3 times in each semester.

ANNEXURE – 1

MANAKULA VINAYAGAR
INSTITUTE OF TECHNOLOGY
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Kalitheerthalkuppam, Puducherry- 605 107.

DEPARTMENT OF_____

COURSE INFORMATION SHEET

COURSE NAME/CODE	
YEAR/SEM/SEC	
COURSE INSTRUCTOR	
DESIGNATION	
DEPARTMENT	

SYLLABUS:

S.No	UNITS	CONTENTS	HOURS			CREDITS
			L	T	P	
1.	I					
2.	II					
3.	III					

COURSE PRE-REQUISITES:

S.NO	C.CODE	COURSE NAME	DESCRIPTION	SEM
1.				
2.				
3.				
4.				

COURSE OUTCOMES (COs):

Sl. NO	DESCRIPTION	Blooms' Taxonomy Level
1.		
2.		
3.		

PROGRAM OUTCOMES (POs):

PROGRAM SPECIFIC OUTCOMES (PSOs):

MAPPING of COs with POs:

Course Name:							Year of Study:							
CO	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**	**PO6**	**PO7**	**PO8**	**PO9**	**PO10**	**PO11**	**PO12**	**PSO1**	**PSO2**

1- Low correlation (Low), 2- Medium correlation (Medium), 3-High correlation (High)

JUSTIFICATIONS FOR CO-PO/PSO MAPPING:

MAPPING	**LOW/MEDIUM /HIGH**	**JUSTIFICATION**

GAPS IN THE SYLLABUS - TO MEET INDUSTRY/PROFESSION REQUIREMENTS:

SI NO	**DESCRIPTION**	**PROPOSED ACTIONS**	**RELEVANCE WITH POs**	**RELEVANCE WITH PSOs**

TOPICS BEYOND SYLLABUS/ADVANCED TOPICS/DESIGN:

SI NO	DESCRIPTION	PROPOSED ACTIONS	RELEVANCE WITH POs	RELEVANCE WITH PSOs

TEXT BOOKS:

SI NO	BOOK NAME	AUTHOR NAME	PUBLICATIONS	YEAR OF PUBLISHING

REFERENCE BOOKS:

SI NO	BOOK NAME	AUTHOR NAME	PUBLICATIONS	YEAR OF PUBLISHING

WEB SOURCE REFERENCES:

Prepared by **Approved by**

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DEPARTMENT OF _____

LESSON PLAN – ODD/EVEN SEMESTER –

NAME OF THE SUBJECT :
SUBJECT CODE :
CLASS & SEMESTER :
NAME OF THE STAFF & DEPARTMENT :

Course Objectives:

Sl.no	Topics to be covered	Session objective	Teaching Methodologies used	Related Comprehensive Points	Proposed date	Actual date	References/ books

Assignment Questions

Sl.No.	Assignment Question	Knowledge level	CO-PO coverage

Text books

Reference books

Web reference

Staff In charge **HOD**

Annexure II

MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

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DEPARTMENT OF ----------

Slow learners Identification

Year / Sem :

Subject Name / Subject Code :

Sl. No.	Name of the Student	Internal		Remarks	Action to be taken
		I	II		
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

Signature of Faculty **HOD**

DEPARTMENT OF ----------

Slow learners Special Training - Plan

Year / Sem :

Subject Name / Subject Code :

Date	Topic of discussion	No of students to attend

Others:

Signature of Faculty **HOD**

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DEPARTMENT OF ----------

Slow learners Special Training Attendance

Year / Sem :

Subject :

Sl. No.	Name of the student	Date						
		xx/xx/xx						
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								

Signature of Faculty **HOD**

Report on the special coaching given to slow learning students during study holidays

Dept:

Class: Dates:

Name of the students attended the special coaching:

1	11
2	12
3	13
4	14
5	15
6	16
7	17
8	18
9	19
10	20

- Unit wise Topics covered:

- Unit wise No. of questions covered:
  Unit I: Unit II: Unit III: Unit IV: Unit V:

- Was short form of notes given for important questions in each unit? Was it verified by HoD?

- Expected no. of students who can score at least pass mark from the above list.

- Remarks by HoD

Signature of the staff **HOD**

Annexure III

Course Exit Survey

Subject Name /Subject Code	
Academic Year	
Name of the Student	
Register No.	
Year of study	
Semester	

Please rate each of the following skills, abilities or attributes in terms of their importance, and state how well your understanding about the course

Please rate each of the following skills, abilities or attributes in terms of their importance, and state how well your understanding about the course

1– Not Attained (Not satisfied)

2- Low attainment (Understood the CO, but skills need to be improved)

3– Moderate (Satisfied in the attainment level of the CO)

4– Above Moderate (Fair in the attainment level of the CO)

5–High (Strong in the CO, acquired the skills in the specified cognitive level)

EVALUATION OF CO						
SCALE: 1- STRONGLY DISAGREE; 2 – DISAGREE; 3 – NEUTRAL; 4 –AGREE; 5 – STRONGLY AGREE **Please provide feedback in the comments box**						
	1	**2**	**3**	**4**	**5**	**Comments**
1. Are you able to (CO1 for the subject)	☐	☐	☐	☐	☐	
2. Are you able to (CO2 for the subject)	☐	☐	☐	☐	☐	
3. Are you able to (CO3 for the subject)	☐	☐	☐	☐	☐	
4. Are you able to (CO4 for the subject)	☐	☐	☐	☐	☐	
5. Are you able to (CO5 for the subject)	☐	☐	☐	☐	☐	
EVALUATIONBASEDON UNDERSTANDING						
6. Are the Course Outcomes (COs) mentioned by faculty in the course plan clear enough to understand?	☐	☐	☐	☐	☐	
7. Do you think that the course is designed as per industry needs?	☐	☐	☐	☐	☐	

8. What was your overall satisfaction level with the faculty of the course?	☐	☐	☐	☐	☐	
9. Do you think that the course is designed as per industry needs?	☐	☐	☐	☐	☐	
10. Did you enjoy attending the course?	☐	☐	☐	☐	☐	
11. Your confidence level to be able to apply the theoretical concepts and analytical skills learnt in the course compared to other courses?	☐	☐	☐	☐	☐	
12. Are you satisfied with the levels of Question paper?	☐	☐	☐	☐	☐	
13.Rate your satisfaction level on the evaluation of the course's Internal exam.	☐	☐	☐	☐	☐	
14. Other comments...						
Thank you for completing the questionnaire						

Annexure IV

Guidelines to calculate the CO Attainment

- **Each Course outcome attainment based on Bloom's cognitive level**
  - Individual Student's attainment for each Course Outcome is calculated from the Internal Assessment marks, Course Exit Survey and University exam results.

- The proficiency set for the course with various grades and expected proficiency attainment levels are set for each course outcomes (CO1, CO2…) based on the Bloom's cognitive level as given in Tableand this may be same for all the courses.

Blooms Level	Proficiency set for the course (%)					Expected Proficiency Attainment (EPA) set for the course (%)				
	Grade S	Grade A	Grade B	Grade C		EA ≥ 80	70≤EA<80	60≤EA<70	50≤EA<60	50>EA
Remember	100	90	80	70		90	80	75	65	55
Understand	100	90	80	70		90	80	75	65	55
Apply	90	80	70	60		80	70	65	60	50
Analyze	90	80	70	60		80	70	65	60	50
Evaluate	80	70	60	50		70	60	60	50	50
Create	80	70	60	50		70	60	60	50	50

- The Expected Proficiency Attainment (EPA) for all courses in a department gives the % of no of students to attain the targeted proficiency.
- The Expected Proficiency Attainment for all courses is set from the overall CO attainment target i.e, B Grade with 60%.
- If B Grade with 60% is taken as the target for Proficiency attainment % of attainment is minimum and hence we can take the next grade I.e., C Grade with 55%

Based on the above-given table, the sample CO attainment (each CO) calculation for a theory course is given below.

Department: Information Technology
Subject name: Computer Network **Subject Code: ITT61** **Semester: IV**
Expected Proficiency for this course: C Grade
Expected Attainment (% of Students): 55%

CO No	Course Outcome	Blooms Level	Proficiency set for C Grade (%)	Expected Proficiency Attainment (% of Students) for 55%
1	Explain the principles of layered protocol architecture of network, service description	**Understand**	70	65
2	Explain conceptually, the working nature of the applications protocols such as HTTP, FTP, DNS, SMTP	**Understand**	70	65
3	Illustrate the working principles of reliable data transfer and explain the TCP & UDP protocols in transport layer	**Apply**	60	60
4	Describe the network layer design issues, IP addressing & inter and intra routing protocols	**Apply**	60	60
5	Demonstrate error correction and detection techniques in data link layer	**Apply**	60	60

Course Outcomes mapping with the students:

Normally course outcomes calculated from internal assessment marks, course exit survey and university result of a particular course. Sample course is taken to calculate the course outcomes and also given below.

Department: Information Technology

Subject name: Computer Network **Subject Code: ITT61** **Semester: IV**

S.No	Reg. No	Name	CO1	CO2	CO3	CO4	CO5
1	21TH0101	AARTHI.A	73	61	65	25	65
2	21TH0102	ABINAYA. C	60	63	40	65	60
3	21TH0106	AJAYRAJ.P	40	21	35	25	25
4	21TH0110	ANWAR BASHA. K	59	53	25	25	60
5	21TH0111	ASHOK KUMAR.M	52	66	70	25	65
6	21TH0114	BALAN. P	39	46	50	45	25

• • •	• • •	• • •	• • •	• • •	• • •	• • •	• • •
57	21TH0217	YOGESHWARAN.GM	71	56	65	35	80
58	21TH0219	YUVARAJ.K	57	60	60	90	90
59	LE	SANTHAKUMAR.M	56	63	70	35	75
Average CO attainment through Internal Assessment (%)			**62.66**	**62.07**	**58.14**	**51.61**	**59.24**
Average CO attainment (60 %)			37.6	37.24	35	31	36
Course exit survey (10 %)			9.1	9	9.2	9	9.2
University Results (30 %)			29.5	29.5	29.5	29.5	29.5
Total			**76.2**	**75.74**	**73.7**	**69.5**	**74.7**

CO Attainment for The Above-Mentioned Course Through Internal Assessment Exams

CO No	Blooms Level	Proficiency set for C Grade (%)	Average CO attainment through Internal Assessment (%)	Expected Proficiency Attainmentfor 55 % (% of Students)	Actual Attainment as (%) of students
1	Understand	70	62.66	65	54.7
2	Understand	70	62.07	65	54.7
3	Apply	60	58.14	60	84.7
4	Apply	60	51.61	60	73.4
5	Apply	60	59.24	60	96.6

X = No of students got more than the proficiency set value for each Blooms level

Y = Actual EP Attained students strength for each CO = Class strength * EPA for each Blooms level

Actual Attainment as (%) of students for each CO = (X/Y)*100

Sample Calculations: For CO1, X = 23 students got more than the proficiency set

Y = 59 * 65/100 = 38.4

Actual Attainment as (%) of students for CO1 = (23/38.4) = 54.7 %

Course Exit Survey

Please rate each of the following skills, abilities or attributes in terms of their importance, and state how well, you're understanding about the course

Please rate each of the following skills, abilities or attributes in terms of their importance, and state how well, you're understanding about the course

Evaluation of CO						
Scale 1 – Not Attained (Not satisfied) 2- Low attainment (Understood the CO, but skills need to be improved) 3 – Moderate (Satisfied in the attainment level of the CO) 4 – Above Moderate (Fair in the attainment level of the CO) 5 -High (Strong in the CO, acquired the skills in the specified cognitive level)						
	1	2	3	4	5	Comments
1. Are you able to (CO1for the subject)						
2. Are you able to (CO2 for the subject)						
3. Are you able to (CO3 for the subject)						
4. Are you able to (CO4 for the subject)						
5. Are you able to (CO5 for the subject)						

PO Attainment through CO attainment

Illustration

Let us assume CO-PO mapping of a course, for example, **Computer Network is taken as a sample course from department of Information Technology** i.e.,

Department: Information Technology

Subject name: Computer Network **Subject Code: ITT61** **Semester: IV**

CO	**PO**												**PSO**	
	1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**1**	**2**
1	3	1												
2	3	1												
3	3	2			2									2
4	3	2	1		2									2
5	3	1	1											
Average	**3**	**1.4**	**1**		**2**									**2**

Hence, final contribution of CO attainment in PO attainment can be done using the below formula,

CO Contribution = (Overall CO attainment/100) X (CO-PO Mapping weightage)

CO	PO												PSO	
	1	2	3	4	5	6	7	8	9	10	11	12	1	2
1	1.64	0.55												
2	1.64	0.55												
3	2.54	1.69			1.69									1.69
4	2.2	1.47	0.73		1.47									1.47
5	2.9	0.97	0.97											
Average	2.18	1.05	0.85		1.58									1.58

Sample calculations:

CO1- PO1 mapping attainment 54.7 x 3/100 = 1.64 (up to 2 decimal places)

CO2- PO2 mapping attainment 54.7 x 1/100 = 0.55

CO3- PO5 mapping attainment 84.7 x 2/100 = 1.69

CO4- PSO2 mapping attainment 73.4 x 2/100 = 1.47

CO5- PO1 mapping attainment 96.6 x 3/100 = 2.9

Annexure V

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DEPARTMENT OF _____

Laboratory LESSON PLAN

Name of the faculty Member	
Subject name with code	
Academic Year	

Year		**Semester**		**Section**	

Course objective

- **Xxxx**
- **xxxx**

COURSE OUTCOME

SL.NO	COURSE OUTCOMES	Blooms Taxonomy Level
C01		
C02		

Sl.No.	Date	Day	Experiments to be conducted	Batch
CYCLE-I				
1				
2				
9				
10				

STAFF INCHARGE **HOD**

Annexure VI

STUDENT FEEDBACK ON
TEACHER'S PERFORMANCE IN A SUBJECT TAUGHT

BASIC DATA SHEET
(Interim / Final Feed Back)

PROGRAMME : B.TECH / MBA
SUB.CODE &NAME :
BRANCH : SEMESTER : ACADEMIC YEAR :

INSTRUCTIONS FOR FILLING UP :

1 Do not write your name and do not put your signature.
2. Rate each item according to your unbiased assessment of the teacher's performance in the subject on a five point scale indicated and mark 'X' within the respective box.
3. **Fill up items 1.1 to 3.5 for Interim Feed back.**
4. **Fill up all the items for Final Feed back.**
5. Use ball point only.

		Excellent	Very Good	Good	Fair	Poor
		5	4	3	2	1
1.0	**PLANNING AND ORGANISATION**					
1.1	Teaching is well planned. Subject coverage schedule announced at the beginning of the semester					
1.2	Aim / Objectives of the subject made clear					
1.3	Teacher comes well prepared in the subject					
1.4	Teacher keeps himself / herself updated					
1.5	Subject matter organized in logical sequence					
2.0	**PRESENTATION / COMMUNICATION**					
2.1	Teacher speaks clearly and audibly					
2.2	Teacher writes and draws legibly					
2.3	Teacher explains concepts well, provides adequate examples.					
2.4	Teacher's pace and level of instruction are suited to the attainment of students					
2.5	Teacher uses variety of methods and materials (OHP, Power Points, models etc.)					
3.0	**CLASS MANAGEMENT AND STUDENT'S INTERACTION**					
3.1	Teacher comes to the class on time and engages regularly					

3.2	Teacher maintains discipline in the class.	___	___	___	___	___
3.3	Teacher offers assistance and counseling to the needy students.	___	___	___	___	___
3.4	Teacher encourages students' questioning and creativity	___	___	___	___	___
3.5	Teacher is courteous and impartial in dealing with students	___	___	___	___	___

4.0 SUBJECT COVERAGE AND STUDENT EVALUATION

4.1	Teacher covers the syllabus completely and at appropriate pace	___	___	___	___	___
4.2	Teacher gives Assignments, conducts Tests regularly and promptly returns the answer papers.	___	___	___	___	___
4.3	Teacher select standard questions covering the stipulated portions of the syllabus for both Assignments and Tests.	___	___	___	___	___
4.4	Teacher's marking of answer papers is fair and impartial	___	___	___	___	___
4.5	Teacher provides good feed back on the performance of students after every test.	___	___	___	___	___

Space for important qualitative comments, if any :

Annexure VII

MANAKULA VINAYAGAR
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ACADEMIC YEAR: 202 - 202 (EVEN/ODD SEM) **DATE:**

CLASS : **SEMESTER :** **BATCH:**

Parent's Feedback/Survey Form

Student Name :

Parents Name & Occupation :

Contact Number :

Sl. No.	Please tick appropriate Boxes	Excellent	Very Good	Satisfactory	Unsatisfactory
1.	About teaching by the faculty.				
2.	Support and guidance for clearing arrear subjects.				
3.	About care taking of students by class advisors, HODs to improve their performance.				
4.	Approachability of teachers, CA, HODs and college administration by parents for any issues.				
5.	About class room, labs and other common facilities.				
6.	Transport				
7.	Canteen				
8.	Encouragement by faculty for co-curricular, Ex- co-curricular, Innovation etc.				
9.	Support for placement.				
10.	Transformation in the student's attitude, skills, knowledge observed over the period of study in this Institute.				
11.	Comments on Curriculum and Syllabus on par with reputed Institutions				
12.	Suggestion on curriculum and syllabus enrichment				
13.	Other remarks.				

Signature of the Student **Signature of the Parent**

Annexure VIII

MANAKULA VINAYAGAR
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DEPARTMENT OF _____

Class Committee Meeting

Class/Year/Sem: **Date:**

Time:

Sl.no	Subject	Feed back	Remarks/Signature
1			
2			
3			

Other Issues:

HOD **Principal**

Annexure IX - A

MANAKULA VINAYAGAR
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ACADEMIC REVIEW COMMITTEE
REPORT-I

Department:

Name of the Faculty, Designation & Dept.:

Subject handling with Code: **Year / Branch:**

Part A **(Verification to be carried out before the start of the Semester)**		**Date:**
S.No	**Particulars**	**Remarks**
1.	Remarks about the Faculty Expertise in thesubject. (No. of times handled, FDP attended related to the subject, Worshop /seminars attended related to the subject, Awarenessonpre-requisitesetc.,)	
2.	Ensure the adherence of course outcomesof the subject and check if the lesson plan is planned to meet out the course outcomes?	
3.	Quality of resource materials Prepared. Lecture notes preparation quality.	
4.	CO Formation(Quality of statement, Bloom's Taxonomy levels, Justifications)	
5.	CO-PO and PSO Articulation matrix relevance.	
6.	Comments on the Resource materials suggested to the students	

7.	Activities planned for CO-PO attainment	
8.	Test Item Analysis	
9.	Modern ICT tools usage planned during lecture delivery. Usage of effective pedagogical teaching methods ICT tools, Video, lectures, Online tutorials, Any other teaching initiatives Working models/Prototypes	
10.	Have the study materials been prepared properly	
11.	Curricular gap identified on the subject	
12.	Corrective measures planned to be carried out to bridge the gaps (To be reflected in the action plan)	
Part B **(Verification to be carried out at the end of the semester)**		Date:
13.	Whether the teaching is being followed properly as per lesson plan?	
14.	Additional tools followed to attain the course outcomes of the subject	Assignment Tutorials Quiz Add on courses/workshops if any Online courses Test
15	Comments by the students in Quality Circle meeting.	
16	Comments on the following • Test Question papers • Assignment • Tutorials Evaluation Process	

17.	Innovative products /prototypes /models developed out of the knowledge attained in the subject	
18.	Maintenance of course records and other documents.	Lesson Plan Logbook Bluecard Subject notes Question bank Slow Learner form Class test samples Internal assessment CIA Test paper samples Assignment samples Evidence for content beyond the syllabus PrBL/PjBL/Exp Learning Evidence for Usage of ICTtools Attainment Calculation Course exit Survey
Part C **(Verification to be carried out after the results are published and Attainments are done)**		Date
18	Review of attainment of Course Outcomes (COs).	
19	Review of attainment of Programme Outcomes (POs).	
20	Review of attainment of Program Specific outcomes (PSOs).	

Committee members:

S. No	Committee members	Role	Signature
1.		Coordinator	
2.		Member	
3.		Member	
4.		Member	

Laboratory Audit Report

Department:
Name of the Faculty, Designation & Dept.:
Lab handled: **Year / Branch:**

Part A **Date:** (Verification to be carried out before the start of the Semester)	
Particulars	**Comments**
1. Expertise of the Faculty	
2. Course Outcome Formation	
3. CO-PO Mapping	
4. Lesson Plan	
5. Laboratory Manual	
6. Additional Experiments and Mini-projects planned	
7. Virtual Lab integration planned	

Part B **Date :** (Verification to be carried out at the end of the Semester)	
Particulars	**Comments**
8. Number of Experiments conducted	
9. Additional Experiments and Mini-projects Conducted	
10. Virtual Lab integration	
11. Course File Maintenance	
12. Course Outcome Attainment	
13. Program Outcome Attainment	

Laboratory Audit Committee members:

S. No	Committee members	Signature
1.	Head of the department	
2.	Specialization Group Head	

Annexure IX - B

Academic Review Committee - Report II

QuestionPapersettingandEvaluationprocess

Subjecttitleandcode: **Academicbatch:**

Facultyhandlingthesubject/Dept.: **Dept/Year/ Sem:**

S.No	Nameof theTest	QUALITYOFQUESTIONPAPERSETTING								PAPEREVALUATIONPROCESS				Remarks
		Syllabuscoverage	Questions split-up from learning level perspective(No. of questions that will test studentsin thelevel-Remember/Understand/ Analyze)						Overallcommentson Questionpaper set	Percentage ofstudentsconformingOutcome perspective				
			Remember (A)		Understand (B)		Apply & Above (C)			>75 marks	60-74 marks	50-59 marks	<50 marks	
			Part-A	Part-B	Part-A	Part-B	Part-A	Part-B						
1	InternalTest1													
2	InternalTest2													
3	Modelexam													

1	InternalTest1	1.	2.	3.	4.	HOD	
2	InternalTest2	1.	2.	3.	4.		
3	Modelexam	1.	2.	3.	4.	PRINCIPAL	

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CONTINUOUS EVALUATION PROCESS

Branch & Class: **Sem:** **Batch:**

Month & Year:

Sl.NO	Name of the subject	Name of the Exam	Whether Questions are from the test Item analysis with Proper CO-PO coverage	Whether evaluation done properly	Study materials & books made available	Justification on Performance of Students
1		Internal-1				
		Internal-2				
		Model Exam				
2		Internal-1				
		Internal-2				
		Model Exam				

HOD **Principal**

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DEPARMENT OF _____

MODEL EXAM

Subject / Code: Engg. Electromagnetics / ECT36
Date: **Time:**
Dept/Year/Sem: **Max. Marks: 75**

PART – A

Answer all the questions **(10x2 = 20)**

1. State Divergence theorem with expression. (CO1, K2)
2. Points P and Q are located at (0,2,4) and (-3,1,5). Calculate the position vector P and the distance from P to Q. (CO1, K3)
3. Find the capacitance of a parallel plate capacitor having stored energy of 10 μJ with a voltage between the plates of 5V.(CO2, K3)
4. Give the significance of of Poisson and Laplace equations. (CO2,K2)
5. State Biot Savart's law. (CO3, K2)
6. Give the significance of vector magnetic potential. (CO3, K2)
7. State Faraday's law of Electromagnetic Induction with a mathematical expression. (CO4, K2)
8. Enumerate the magnetic field due to Toroid and solenoid. (CO4, K3)
9. Recall the uniform plane wave? Give the properties of uniform plane wave. (CO5,K2)
10. Define skin depth. (CO5,K1)

Part B **(5x11 =55 marks)**

11. Obtain the expression for electric field intensity due to an infinitely long straight line with line charge density $\rho_1 C/m$. (CO1, K3)

(OR)

12. State and prove Gauss's law. Describe any two applications. (CO1, K2)
13. Derive the expression for capacitance of parallel plate capacitor, capacitance of co-axial cable, capacitance of isolated sphere, composite parallel plate capacitor. (CO2, K2)

(OR)

14. i)Derive the expression for continuity equation of current in differential form. (3) (CO2,K1)
    .
    ii) The dielectric medium of parallel plate capacitor has two different dielectric one above the other. The dielectric has ε_{r1}=5 and thickness d_1=1mm where as the dielectric 2 has ε_{r2} =1 and thickness d_2=3mm. Calculate the voltage drop across the dielectric 1, if the applied voltage is 200V. The conducting plate area of the capacitor is $1m^2$. (8) (CO2, K3)

15. a) Derive an expression for force between two current carrying conductors.(5)(CO3, K2)

b) Find the maximum torque on an 85 turn rectangular coil. 0.2m by 0.3m, carrying current of 2 A in a field of B=6.5 Tesla. (6)(CO3, K3)

(OR)

16. a) Explain the concept of scalar and vector magnetic potentials.(5) (CO3, K2)

b) Using Biot-Savart law, find Magnetic Field Intensity at the centre of a circular conductor, on the axis of circular loop. (6) (CO3, K3)

17. Derive Maxwell's equations both in integral and point forms. (CO4, K2)

(OR)

18. a) Derive Poynting theorem and give its significance (6) (CO4, K2)

b) Derive boundary conditions at the surface of dielectric. (5) (CO4, K2)

19. What is polarization? Explain the types of polarization of uniform plane wave. (CO5, K2)

(OR)

20. Explain the wave propagation in good dielectric and good conductor compare and contrast the behavior. (CO5, K3)

(K1-Remember, K2 understand, K3- Apply)

ANNEXURE- X

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Department Report

Submitted for Internal Academic and Administrative Audit

Period …… to ……..

Department of _____

I. Academic :

1. Admission Details Year wise

	I Year	II Year	III Year	IV Year
Strength				
Discontinued or Redo if any				

2. Overall university Examination results of the department in the completed semester.

Item	I year	II Year	III Year	IV Year	Total students admitted/overall pass percentage
No. of students admitted in					
Year wise Pass percentage					

Total no. of students in the dept. :

No. of students passed in all subjects :

3. Graduation percentage of the Department(Last passed out batch)

4. Cumulative pass percentage till 7th semester of passing out batch:

5. University toppers (current passing out batch) details of the department:

6. Board of Studies Conduction details.

   Yes / No : …….. If yes conduction date:

   ……..

7. Activities conducted/Events attended for/by fast learners and accolades won:
8. Activities conducted for slow learning students to improve their academic performance.
9. Subjects in which Experiential Learning was incorporated with proof (students involved should be furnished)
10. Subjects in which Participative Learning was incorporated with proof (students involved should be furnished)
11. Subjects in which problem solving methodologies was incorporated with proof (students involved should be furnished)
12. ICT Tools used (with proof)
13. Details of elective subjects offered in the semester (enclose proof of choice given by students)
14. Attainment of COs and POs:
15. Details of Feedback on Curriculum obtained, Curricular gaps identified, Corrective measures taken:
16. Teachers participation in
    - i) Valuation
    - ii) Evaluation key Setter
    - iii) Examiner Practical Exam
    - iv) Faculty as BOS members in other institutions

17. Details of the students Projects:

S.No	Project Title	Outcome of the Project					Self/Industry Project
		Publication	Patent Design/Product/Copyright			Product Development	

18. Details of Tutorial classes conducted (document for proof)

Year	List of subjects where Tutorials conducted	No of tutorial hours

19. Innovative Practices in the conduction of Laboratory session.

20. Number of Subjects which has innovative assignments (attach Proof) :

21. Details of Technical Quiz / comprehensive Viva conducted .

II. <u>Students Developmental Activities:</u>

22. Details of Value added courses training provided for the students:

23. Details of certifications completed by students:

24. Activities related to Professional Ethics / UHV conducted:

25. Activities related to Environment and Sustainability Goals conducted:

26. Number of IIC activities conducted on Innovation, IPR and Entrepreneurship with details..

27. Number of guest Lectures conducted with details:

28. Number of special lectures handled by our faculty members with details:

29. Number of workshops /seminars conducted with details:

30. Details of Industrial visits arranged:

31. Details of Students participation in competitions:

32. Professional society activities, events, conferences organized, etc.;

33. Students appearing for competitive examinations:

34. Students progressing to higher education in the current batch

35. Students involved in sports activity (National/International)

36. Students involved in cultural activities:

37. National and international commemorative days, events and festivals organized

38. List of career Guidance programs done.

Year of study	No of students	No. of Mentors	No of Mentoring sessions

39. List the Details of Mentor-Mentee (mention counseling activities done)(attach proof)

*List details of counseling done or special cases.

III. Research Initiatives

40. List details of Mini-Projects done

41. List the Products developed.

42. Number of proposals submitted for funding with details:

43. Number of proposals for which funding sanctioned with details:

44. Details of Seed fund received from the institutions.

45. Number of Publication by Dept. faculty in the Journals notified on UGC website during the last 6 months (First Author alone should claim).

Title of the paper	Name of the first author	Department of the teacher	Name of journal	ISSN number	Indexing (Scopus/SCI etc.,)

46. Number of books and chapters in edited volumes(First Author alone should claim)

Title of the Chapter	Name of the I author	Department of the teacher	Name of the Book	ISSN number	Publisher

47. Papers published in national international conference proceedings(First Author alone should claim)

Title of the paper	Name of the First author	Department of the teacher	Name of the Conference & Venue	ISSN number	Indexing (Scopus/SCI etc.,)

48. Number of Patents/copyrights/Designs filled by Dept. faculty (Filed/Published/Granted status):

49. Number of innovative, social relevant projects guided by faculty.

50. Fund generated through consultancy, conference, seminar, Skill development programme and name of the coordinator.

51. List the Programs conducted related to

    i. Research methodology
    ii. IPR
    iii. Entrepreneurship

52. List of Endowment Lectures conducted :

IV. Faculty Developmental activities

53. Number of faculty attended conference/seminars/workshops/FDP with details:

54. Number of workshops/seminars attended on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship:

55. Financial support to faculty on FDP/workshops / Travel etc.,

56. Details of Faculty attended UHV Courses:

57. Details of certifications completed by faculty:

58. Details of faculty interaction with outside world:

59. Number of External programme attended by Ph.D holders in the Dept with details:

60. Professional development /administrative training programs organized for teaching and non teaching staff:

61. Collaborative activities for research, Faculty exchange, Student exchange:

62. MoU's signed by the department. (with Industries / Academic Institutions / R&D Laboratories / Incubation units etc):

63. Activities conducted through MOU:

64. Details of Quality Improvement Programs conducted:

V. Placement:

65. Number of students placed through Campus recruitment with details :

66. Number of internship arranged for the students:

Details of Internship attended by students:

S.No	Name of the Company	Dates	Outcome

67. Details of companies interacted by the Dept. faculty for campus placement:

68. Number of Industry- Institute activities organized by the department:

69. List of Job oriented / skill development Training Given to students:

VI. Social activities:

70. Extension activities carried out in the neighborhood community (Also provide the list of students involved)(NSS activities)

71. Awards and recognition received for extension activities from government/ government recognized bodies.

VII. Support and Progression :

72. Give details of Free ship given to faculty and students(Professional society membership and other details)

73. Details of Grievances Received and action taken

Sl.No	Nature of Grievance	Action taken

74. Details of Alumni event conducted

75. Details of alumni contribution

76. List of office bearers and members of Department association / Professional society etc.

77. List of Department association activities.

VIII. Achievements:

78. Achievements by Faculty and students in the last 6 months in this academic year with details:

IX. Innovative Practices:

79. Details of Best Practices followed in the department and its outcomes

80. Distinctiveness of the department

X. Facilities :

81. Details of Laboratory up gradation and amount spent.:

i. Recurring -

ii. Non Recurring –

82. List the Details of Lab maintenance done and expenditure:

83. Department library enhancement details:

84. Overall program specific improvements:

Head of the Department

Annexure XI

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DEPARTMENT OF _____

APPLICATION FORM FOR SUBJECT ALLOCATION

Name of the faculty member : Designation :

Qualification(s) : Specialization :

Experience details

Teaching experience in other Institution (a)		**Industrial Experience (b)**		**Date of joining in this institution**	**Teaching experience in MVIT (c)**		**Total experience (a+b+c)**	
Years	Months	Years	Months		Years	Months	Years	Months

Respected Sir,

Sub: Allocation of subject(s) - Submission of preference – Reg.

I am interested in handling the subjects mentioned below with the order of preference for the odd/even semester of the academic year _____

THEORY

Sl. No	**Name of the subject**	**credit**	**Year/sem**	**Dept**	**Number of times handled so far**
1					
2					
3					

PRACTICAL

Sl. No	**Name of the Practical**	**credit**	**Year/sem**	**Dept**	**Number of times handled so far**
1					
2					
3					

I assure that I will produce more than 90% result in the subject allotted to me. Hence, my request for subject/ practical allocation may kindly be considered based on my experience, knowledge and potential in handling the subjects.

Thanking You

Date:

Signature of the
Faculty member

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Subject allotment order

Name of the faculty member : Designation :

Qualification(s) : Specialization :

Dear Sir/Madam,

Sub : Allocation of subjects –reg

I have gone through all the details available in the application form for Subject Allocation and based on your Teaching experience, and the exposure to the subject, the following theory and practical courses are allotted for the odd/Even semester of the academic year _____.

THEORY

Sl. No	Name of the subject	credit	Year/sem/Section	Dept	Number of Hours
1					
2					
3					

PRACTICAL

Sl. No	Name of the Practical	credit	Year/sem/Section	Dept	Number of hours
1					
2					

I request you to kindly follow all the academic procedures of the Institution. Please handle students with Professionalism and take special care for slow learners and do needful activity for fast learners. Kindly give your best for producing 90% results in the university exams in the subjects that you teach.

Signature of the HOD

Signature of the **DEAN-ACADEMIC**

Date :

STUDENT'S FEEDBACK ON CURRICULUM & SYLLABUS (20xx-xx)

Name of the Programme:	Academic year:
Name of the Student:	Year/Semester:
Reg. No.	

5-Excellent 4-Very Good 3-Good 2-Average 1-Poor

S.No	Evaluation Parameters	Rating				
1	Rate the structure of the Curriculum framed for the programme/ composition of the courses in terms of basic science, Engineering, Humanities, Management, Projects etc.	5	4	3	2	1
2	Rate the appropriateness of the sequences of the courses provided in the curriculum.	5	4	3	2	1
3	Rate the depth of the syllabus for the course in relation to the competencies expected by Industry/current global scenarios and on par with other reputed HEIs.	5	4	3	2	1
4	Rate the offering of elective courses in relation to the latest technological advancements.	5	4	3	2	1
5	Rate the syllabus of the practical courses in stimulating the interest in the subjects.	5	4	3	2	1
6	Rate the adequateness of the textbooks / reference materials mentioned for the courses	5	4	3	2	1
7	Rate the curriculum in providing opportunity for application of Engineering knowledge and problem analysis & solving skill to address real time problems.	5	4	3	2	1
8	Rate the opportunity provided by the curriculum for self-learning/Experimental learning/ Extended learning.	5	4	3	2	1
9	Rate the opportunity provided by the curriculum in developing entrepreneurial spirit.	5	4	3	2	1
10	Rate the courses in the curriculum in fulfilling the expectation of the nation from the student's community (aspects such as fundamental duties, National Integration, Peace, Love and Communal harmony, Human rights, Social Security, Ethics, Environment & Sustainability) and sensitizing the students towards National Development.	5	4	3	2	1

Any other suggestions on Curriculum improvement or any specific training needed can be mentioned .

Thank you

FACULTY FEEDBACK ON CURRICULUM & SYLLABUS (20xx -20xx)

Department:	Academic year:
Name of the Programme:	Year/Semester:
Name of the Faculty :	Designation:

5-Excellent 4-Very Good 3-Good 2-Average 1-Poor

S.No	Evaluation Parameters	Rating				
1	Rate the structure of the Curriculum framed for the programme/ composition of the courses in terms of basic science, Engineering, Humanities, Management, Projects etc.	5	4	3	2	1
2	Rate the appropriateness of the sequences of the courses provided in the curriculum.	5	4	3	2	1
3	Rate the appropriateness of the sequence of units/ modules in the course syllabus?	5	4	3	2	1
4	Rate the depth of the syllabus for the course in relation to the competencies expected by Industry/current global scenarios and on par with other reputed HEIs.	5	4	3	2	1
5	Rate the distribution of credits to the courses in the Curriculum.	5	4	3	2	1
6	Rate the potential of the students in understanding the course.	5	4	3	2	1
7	Rate the offering of elective courses in relation to the latest technological advancements.	5	4	3	2	1
8	Rate the syllabus of the practical courses in stimulating the interest of the students in the subjects.	5	4	3	2	1
9	Rate the adequateness of the textbooks / reference materials mentioned for the courses	5	4	3	2	1
10	Rate the curriculum in providing opportunity for application of Engineering knowledge and problem analysis & solving skill to address real time problems.	5	4	3	2	1
11	Rate the opportunity provided by the curriculum for self-learning/Experimental learning/ Extended learning/Research.	5	4	3	2	1
12	Rate the courses in facilitating usage of modern ICT tools for the better understanding of the concepts.	5	4	3	2	1
13	Rate the opportunity provided by the curriculum in developing Innovation and entrepreneurial spirit among the students	5	4	3	2	1
14	Rate the courses in the curriculum in fulfilling the expectation of the nation from the student's community (aspects such as fundamental duties, National Integration, Peace, Love and Communal harmony, Human rights, Social Security, Ethics, Environment & Sustainability and sensitizing the students towards National Development)	5	4	3	2	1
15	Rate the evaluation methods mentioned in the Curriculum and syllabus for providing proper assessment.	5	4	3	2	1

Additional Comments if any:

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ALUMNI FEEDBACK ON CURRICULUM AND SYLLABUS

5-Excellent 4-Very Good 3-Good 2-Average 1-Poor

Personal Details					
Name					
Year of Passing					
Department					
Address					
Mobile No					
Details About the Present Employment					
Name of Current Organization					
Designation					
Current Location					
Details About the Higher Education					
Name of the Program & Institute Joined for Higher Education					
Feedback about the Curriculum					
1. Rate the quality of curriculum prescribed for your programme and how it helped in honing your skills for the job market.	5	4	3	2	1
2. Rate the level of interest created by the curriculum and syllabus in pursuing Higher Studies/Research/Entrepreneurship.	5	4	3	2	1
3. How best the curriculum helped you to improve your inter/intrapersonal skills, societal responsibility, integrity, Ethical & Human values etc.,	5	4	3	2	1
4. Rate the opportunity provided by the curriculum for self-learning/Experimental learning/ Extended learning.	5	4	3	2	1
5. Rate the provision of skill up-gradation in your curriculum.	5	4	3	2	1
6. Rate the satisfactory level of project work/Internships/field visit/implant training offered under your programme.	5	4	3	2	1
7. Rate the distribution of credits, evaluation and grading system prescribed in the curriculum reflects the competency level of the graduate.	5	4	3	2	1

Any other suggestions on Curriculum improvement or any specific training needed can be mentioned.

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EMPLOYERS FEEDBACK ON CURRICULUM & SYLLABUS (20xx -20xx)

Name	
Designation	
Company/Organization	

We are happy that you have been engaged with us for the past years and I hope our students are contributing their best to the welfare of your organization.

Our institute is more focused in filling the curricular gap between Industry and Academia. We conduct activities like Guest Lectures Workshops and Certification courses based on the feedback given by our stakeholders.

It would be of great help if you could review our Curriculum and give your valuable suggestions on the following points.

5-Excellent 4-Very Good 3-Good 2-Average 1-Poor

S.No	Evaluation Parameters	Rating				
1	Is the Curriculum Updated to meet Industrial Requirements?	5	4	3	2	1
2	Do curriculum have enough Practical skills required for Industry.	5	4	3	2	1
3	Do curriculum gives scope for developing skills and modern hardware and software tools necessary for innovative applications.	5	4	3	2	1
4	Do curriculum provides the ability to identify, analyze and validate a problem, design and implement IT solutions	5	4	3	2	1
5	Do curriculum helps students to Keep abreast with emerging technologies and contemporary issues.	5	4	3	2	1
6	Do curriculum address the understanding of professional, environmental and ethical responsibilities and a desire to do justice to these responsibilities	5	4	3	2	1
7	Do curriculum helps students in understanding the importance of research in growth and development of the society and a motivation to pioneer through active research	5	4	3	2	1
8		5	4	3	2	1

In case If you feel that the curriculum is short of the above issues, kindly spare some time to give your Comments on the quality of the Curriculum and the improvement required.

Thank you for Your Valuable suggestion

Annexure XIII

MANAKULA VINAYAGAR
INSTITUTE OF TECHNOLOGY
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Accredited by NBA, New Delhi and NAAC with 'A' Grade
Kalitheerthalkuppam, Puducherry- 605 107.

DEPARTMENT OF _____

Faculty Specialization Group Action Plan- _____ Sem----------

Group Name :

Faculty Members : 1.

2.

3.

Sl. No.	Name of the Expert	Designation
1		
2		
3		

S.No	Nature of Program	Program Title	Expert Name with Official Address	Targeted Audience	Status
1.	***Special Lecture***				
2	***Internal Workshops***				
3.	***Guest Lecture***				
4.	***External Workshops Planned***				
5	***MoU***				
6	***Publications in Progress***				
7	***Proposals in Process***				

HOD **DEAN (ACADEMIC)** **PRINCIPAL**

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DEPARTMENT OF _____

Action Plan (Academic year 20XX-XX)

ODD/EVEN Semester

Sl No	Month	Tentative Week	Name of the Activity	Target Audience	Specialization Group	Resource Person Identified	Staff In Charge	Outcome
1.	Month 1	II Week	Guest lecture on ….	III EXX	ES			
2.		IV week	…	III and IV	WC			
3.	Month 2	I week			WC			
4.		I Week	Workshop on ……		SIP			
5.		II Week	Industrial Visit		WC			

HOD **DEAN (ACADEMIC)** **PRINCIPAL**

DEPARTMENT OF _____

Special Lecture Schedule ODD/EVEN Semester (Academic year 20XX-XX)

Sl.no	Title of the Lecture	Staff Name	Targeted Audience	Tentative Date	Curricular Gap addressed
1.					
2.					
3.					
4.					
5.					
6.					

HOD **DEAN (ACADEMIC)** **PRINCIPAL**

ANNEXURE XIV

MVIT- Student Mentoring System

The Student Mentoring System has been envisaged in the institution with a unique motto of inclusive development of students. Every Teacher in the institution acts as a mentor of a specific batch of students at the point of entry stage and guides them through the entire period of the course duration till the mentee completes the course. The Mentor-Mentee dichotomy is carved in such a fashion that the Mentor establishes a strong relationship with the Mentee in multiple roles as a caring parent, intelligent guide and affectionate companion. A Mentor is the most trusted and meaningful point of contact for the Mentee. Mentor-mentee relationship is expected to last lifelong. Ultimately, the Mentor and the institution may achieve better behavioural changes in the student and mould him/her as a dutiful citizen of the country.

An effective mentoring system is employed in our institution 'Manakula Vinayagar Institute of Technology' since the inception to handle academic, emotional and psychological issues of the students. Mentoring system always helped mentors to identify the innate strengths and weaknesses of mentees in order to take necessary action.

Objectives:

The prime objective of Mentor- Mentee System is to ensure student's overall development and growth on the academic and professional matters by fully exploiting the potential of every individual. In addition, this guideline will focus on ,

1. Motivating students to achieve learning goals and thereby improve their academic performance.
2. Assisting students transitioning and provide them with resources to aid in major/social/ personal/ academic exploration.
3. Provide students with information on preparatory courses such as skill courses, bridge courses etc. for their academic prosperity.
4. Providing students with career and non-academic counselling.
5. Guiding, encouraging, and advising the students about their upcoming student life, health, mental and emotional well-being and listen to their issues with patience and help them solve their concerns with appropriate resources, support and referral available.
6. Generating curiosity and interest in academics and other institutional activities amongst the students.

7. Identifying special talents, skills, slow learners & passing this information on, to the relevant committees

Importance and Benefits:

With the advancements of fast faceted life styles of society at large, the focused system of guidance that existed in the household hierarchy and its effectiveness has been diminishing. In this view greater responsibility and importance now lays in the system of mentoring that potentially could re-orient the younger generation and propel them towards career growth and personal development. Beneficially, successful mentoring, can address career and personality aspects as well establish life- long conducive relationship between mentee with the mentor and in turn with the Institution.

In addition, specifically, potential benefits to various participants are as follows.

I. Benefits for Mentees :

a) In understanding scope for career growth and strategies for same.
b) In optimal utilization of professional relation with the mentor.
c) Up-gradation of soft skills such as oral and written communication, behaviour, business communication, etc.
d) Broadened professional network and added expansion of knowledge base.
e) Greater confidence and public addressing capabilities.
f) Career advancements and realization of self-esteem.
g) Broadening horizons and accessing new experience.
h) Recognizing achievements and raising aspirations.
i) Motivation and Improved performance.
j) Self-directed learning.
k) Opportunities to demonstrate strengths and explore potential.
l) Enhances skills in coaching, counselling, listening and modelling.

II. Benefits for Mentor :

a) A platform to demonstrate communication and interpersonal skills.
b) Showcase mentoring efficacy in terms of owning the responsibility of mentee in terms of growth and overall development of mentee.
c) Enhance dynamism in human resource management through dealing diligently with people of various nature.
d) Learning and developing yourself from the process
e) Garner greater happiness in satisfactory feeling in helping the mentee.
f) Peer recognition and accolades that follow.
g) Build on laid out network within and outside the university.

h) Opportunity to build leadership and coaching skills.
i) Recognition by the university and enriched responsibilities that follow.

III. Benefits for the Institution

a) Creates a platform for direct dissemination of culture and stature of university to all stakeholders.
b) Enhances cross-functional and collaborative work environment that inspires competitive involvement for greater growth of the university.
c) Identification of high performing individuals and hence possibility of expansion in to new horizons thorough these high performing personnel.
d) Establishment of transparent and trusted system.
e) Better platform creation for knowledge, expertise sharing and institutionalize the standard working practices.

Roles and Responsibilities of Mentor:

a) Create a supportive and trusting environment
b) Provide peer mentorship, academic review, tutoring, and referral services to mentees
c) Review goals and objectives of the mentee; provide frank, honest, and constructive feedback
d) Explore mentees career goals and provide information about Higher education and job opportunities.
e) Meet with assigned mentees on a regular (usually weekly) basis and maintain student activity logs
f) Assess mentees total performance – including skills, knowledge applied to practice, value, attitude and behaviour.
g) Consistently take part in appropriate follow-up, documentation, and evaluation activities
h) Maintain frequent and regular contact with colleagues, provide appropriate responses and follow-ups about your mentees as needed
i) Provide encouragement and assist mentee in identifying professional development activities. Make them aware on importance of choice of electives, certification courses, projects and summer training/internships
j) Listen to mentees issues and counsel for their health, mental and emotional well-being
k) Maintain a professional relationship, doesn't intrude into the mentee's personal life
l) Contact parents/guardians, if situation demands e.g. irregularities, negative behavioral changes and interpersonal relations, detrimental activities etc.

Roles and Responsibilities of Mentee:

a) Identify the skills, knowledge, and/or goals that you want to achieve and communicate them to your mentor.
b) Seek and be open to advice, opinion, constructive criticism/feedback and direction from the mentor

c) Regularly attend the meetings with the mentor
d) Provide the details of academic performance, curricular and extracurricular activities with relevant documents
e) Have the practice of contacting and updating mentor periodically about your progress
f) Show initiation in acquiring or improving skills and knowledge
g) Look for opportunities to give back to your mentor; share any information that you think might be valuable
h) Work with your mentor to seek resources for learning; identify people and information that might be helpful

Key responsibilities of a mentor in mentees academic career

1. **Personal Attitude**
    - *Maintaining Institute code of conduct – Punctuality, Dress code, etc.,*
    - *Interpersonal skill development – Communication, Team activity, etc.,*
    - *Counselling – Disciplinary issues*

2. **Attendance**
    - *Attendance monitoring*
    - *Counselling – Attendance lag*

3. **Academic Performance**
    - Assignment / Tutorial Submission
    - CA & Improvement Test Performance
    - End Semester Performance
    - Remedial class arrangement for slow learners
    - Counselling – Slow learners

4. **Professional Development**
    - Value added course completion - NPTEL, SWAYAM, etc.,
    - Certification course completion - Domain specific
    - Participation in Cocurricular activities - IIC, ISTE, IE(I), Association, etc.,
    - Participation in Extracurricular activities - NCC, NSS, YRC, RRC, etc.,
    - Participation in Cultural / Sports activities
    - Participation in National level competitions – Hackathon, Toycathon,
    - Involvement in PEP projects / Mini projects / Product development

- Professional membership registration

5. **Internships/In-plant Training**

6. **Career Guidance**

    - Counselling – Higher Studies, Placement, Entrepreneurship & Start-up
    - Placement Training – Monitoring students' performance
    - Higher studies – Training arrangement
    - Alumni relationship establishment

Mentoring Process :

1. Faculty members are assigned with a group of 15 to 20 mentee students whom they serve as mentors.
2. Each and every faculty member will be assigned the role of a Mentor.
3. In each department, a Department coordinator preferably a senior faculty member for the Mentor-Mentee system is appointed by the HoD to coordinate all the activities of this process.
4. The first year B. Tech students are assigned mentors from the Science and Humanities department.
5. Senior students from B. Tech. programs and students of all other programs(M.Tech, MBA) are assigned mentors from their respective departments.
6. The mentor shall be provided the personal information of the mentees, academic performance data and details of slow and advanced learners by the respective department coordinator.
7. The mentee preferably, as far as possible, be assigned to the same mentor throughout the programme.
8. In case, if the mentor leaves the Institution, the information about the mentee should be shared with the new mentor.
9. The mentor needs to keep a record of each of their 20 students. A file/record book (Mentee book / data sheet) has to be maintained.
10. Mentor should meet the mentees regularly and update mentees' data sheet.
11. At least weekly once on specified time slot, mentor should meet the mentees to discuss about various issues.
12. Mentor should keep track the mentees' academic performance and advice them to organize and participate in various clubs, committees and skill development programs.
13. Mentor should identify the slow learners and advice them to attend remedial and make-up classes.
14. Mentor should identify the mentees whose attendance is less than the minimum requirement.
15. He should discuss with the student and try to find out the problem. If required the mentor will involve the parents, Class advisor and Head of the Department for reforming the student.
16. Mentor should give psychosocial support to the mentees.

17. Mentor also should identify the strengths and weakness of the students and motive them to achieve their goals.
18. Proper confidentiality shall be maintained by the department and respective mentors to uphold the respect of individuals involved.
19. The mentors shall be consulted/informed in case of disciplinary issues on code of conduct with a student.
20. Mentees must be assisted to explore their full potential at College, in an environment where their general well-being is gratified.
21. Mentors has to assist and develop BASICS (Behavior, Attitude, Skills, Integrity, Competencies and Service) which are vital for a healthy and positive life.
22. Mentors should provide holistic services and help students to become self-reliant and confident.
23. Effectiveness of mentor-mentee relationship will be assessed periodically by HoD and Principal.

List of documents to be maintained:

a) *Students details*
b) *History card*
c) *Mentoring report*

The formats of all the above documents are enclosed.

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QUESTIONNAIRE FOR STUDENT PROFILE

I. PERSONAL DETAILS:

1. NAME (IN BLOCK LETTERS): ……
2. NAME OF THE FATHER: ……
3. NAME OF THE MOTHER: ……
4. NAME OF THE GUARDIAN (Optional): ……
5. ADDRESS FOR COMMUNICATION :

……

Affix your Recent Passport Size Photo

……

……

PINCODE | | | | | | |

6. E-Mail ID:

7. Mobile : Phone with STD Code:

8. AGE & DATE OF BIRTH (as on 1-7-2015)

9. NATIONALITY: ……

10. RELIGION: ……..

11. COMMUNITY :

SC/ST	MBC	BC	OTHERS

12. MOTHER TONGUE: ……

13. GENDER : MALE ☐ FEMALE ☐

14. PARTICULARS OF PARENT/GUARDIAN

OCCUPATION	ANNUAL INCOME	OFFICE ADDRESS
I. FATHER …… II. MOTHER ……	Rs: …….. Rs: …….	…… …… …… …… ……

15. How do you feel about your Parent's Income?
    a. Below Average b. Normal c. Average d. Moderate e. High
16. Do your parents provide the pocket money? a. Yes b. No
    If Yes, How much you can get it? _____
17. How do you feel about your Pocket money expenses?
    a. Not Enough b. Enough c. Excess
18. If it is excess how do you spend it? Explain

---

19. What are your hobbies?

Gardening	Reading	Cooking	Video Games	Art (Painting)	Music	Photography

Facebook	Twitter	Whatsapp	Others

20. What language do you speak at home?

a. Tamil b. English c. Telugu d. French e. Others, Specify

21. What language do you speak in the class room?
    a. English b. Mother Tongue
22. Are you a day scholar? a.Yes b. No
    If yes, how do you arrange your lunch?
    a. Bring from home b. Share with the friends c. buy from the canteen d. avail only snacks and cool drinks e. Others
    If No, do you stay in the college hostel? a.Yes b. No
23. Do you have good physical health? a.Yes b. No
    If No, Explain about your health Problem.
    _____
24. What are your Career Goals?
    _____
25. What are your Educational Goals at MVIT?
    _____
26. How do you like to see yourself in the next 5-10 years?
    _____
27. How do you plan to get in to, where you want to be 5-10 years from now?
    _____

II. ACADEMIC DETAILS

HSC DETAILS

28. Name of the School: ……
29. Medium of Instruction: a) English b) Tamil
30. Group Opted:

Group 1	Physics,Chemistry,Biology,Mathematics
Group 2	Physics,Chemistry,Computer Science ,Mathematics

31. Marks Obtained: ……. Totals Marks: …….
32. Percentage: ……
33. Board: ……. Month & Year of Passing ……
34. No.of.Attempts ……..

SSLC DETAILS

35. Name of the School : ……
36. Medium of Instruction: a)English b) Tamil
37. Board of instruction : a) State Board b) Matriculation c) Anglo Indian Board d) CBSE Board
38. Marks Obtained: ……. Totals Marks: ……
39. Percentage: …… Month & Year of Passing ……
40. No.of.Attempts ……..

III.STUDENTS ATTITUDE TOWARDS STUDIES

41. Why did you select the Engineering Profession?
    a. Your own Interest b. High Job Opportunities c. Compulsion by your Parents & Relatives
    d. Your friends are studying e. Others, Specify_____
42. How do you feel about your course after joining?
    a. Highly Interested b. Moderately Interested c. Bored
43. Do you have a habit of revising the subjects that are taught every day?
    a. Always b. often c. Sometimes d. Rarely e. Never
44. How much of time do you spend in revising the subjects every day?
    a. 30 mins b. 1 hour c. More than 1 hour d. Don't spare time at all
45. What are the constraints that resist you from studying or being serious in your studies?
    a. Lack of language and understanding or interest
    b. Nature of the subjects (Vague and Analytical)
    c. Lecture Notes or material (Lengthy and Confused)
    d. Confidence on last minute preparation
    e. Long distance from home to college (late reaching at home and tiredness)
    f. More commitments
    g. Part time work
    h. Others Please Specify _____
46. How do you prepare for your examinations?
    a. Just prepare the topics and build the concepts
    b. Thoroughly prepare the concepts rather than topics.
47. Do you believe in last minute preparation? a. Yes b. No
48. Do you have aim of scoring high marks in your examination?
    a. Always b. Often c. Sometimes d. Rarely e. Never
49. Do you think that your preparation style will have relevancy to your future career? a. Yes b. No
50. Would you like to take extra coaching for the analytical subjects? a. Yes b. No
51. Do you feel that extra certifications or diplomas will enhance your career? a. Yes b. No
52. How do you feel about your family in supporting your education?
    a. Excellent b. Good c. Fair d. Poor e. Needs improvement
53. Are you regular to college? a. Yes b. No
54. How do you feel about the peers' relationship in the college?
    a. Very comfortable b. comfortable c. Neutral d. not comfortable e. not very comfortable
55. Do you feel that you are punctual to the college?
    a. Always b. often c. Sometimes d. Rarely e) Never
56. Do you agree that you are quite good at discipline?
    a. Strongly agree b. Agree c. Neutral d. Disagree e. strongly Disagree
57. Do you attend the class tests regularly? a. Yes b. No
58. "I obey my Parents in all my deeds"- do you agree this Statement. a. Yes b. No

59. Do you feel that you are interactive during the class sessions?
    a. Always b. often c. Sometimes d. Rarely e. Never
60. While taking decisions whose opinions do you consider the most?
    a. Parents b. Elders c. Friends d. Faculty/ Well-wishers e. No consideration
61. Do you feel that your schooling has given you good handwriting and language?
    a. Strongly agree b. Agree c. Neutral d. Disagree e. strongly Disagree
62. Express your level of relationship with your class teachers.
    a. Excellent b. Good c. Fair d. Poor e. Needs improvement

IV.TECHNOLOGY BASED QUESTIONS

63. Do you have your own mobile? a. Yes b. No

    If Yes, What type?

    a. Ordinary Phone b. Smart Phones c. I Phone d. Android e. Others

64. For what purpose you are using your mobile mostly?

    a. SMS b. Chatting c. Internet Access/Social Network d. Music e. Games

65. How much time you will spend if you access internet in your mobile?

    a. Less than one hour b. One hour c. Two hours d. Three hours e. More than 3 hours

66. Do you have operating &working knowledge in computer system? a.Yes b. No

67. Do you own a personnel computer/Laptop? a.Yes b. No

68. Details of Computer knowledge:

    a.Studied as subject in school b. Certificate course in windows c. Courses in special languages

69. How interested are you in using technology?

    a. Not at all interested. b. Somewhat interested. c. Pretty interested d.Very much interested.

70. Mention any 3 important reasons for internet usage.

a. _____

b. _____

c. _____

71. How many hours will you spend in internet per day?

    a. Less than one hour b. One hour c. Two hours d. Three hours e. More than three hours.

72. Generally, how skillful would you say you are with technology/electronics?

    a. Not skillful at all b. Not very skillful c. somewhat skillful d. Pretty Skillful

73. Are you familiar with the recent advancements in technologies and application? a. Yes b. No

74. How familiar are you with computer code & programming?

a. I am completely unfamiliar with what code is.

b. I am aware that computer has code, but I don't really know what it is or how it works.

c. I can read & write code, but I don't write full programs.

75. Which of the following languages you know?(Check all that apply)

a. C b. C++ c. Mat lab d. Java e. Windows

76. How capable are you with the following tools for internet communication?

Tools	Not very Capable	Somewhat Capable	Pretty Capable	Advanced Capability	Expert
Sending emails/attachments to other people.					
Using social network websites.					
Uploading photos/videos to a website(YouTube)					
Making video calls over internet.					

77. How often do you use social network/ website such as face book/twitter?

a. Never b. Not often c. Occasionally d. Frequently e. All the times

V.SOCIAL ATTITUDE

78. In which field are you more interested with?
    a. Academics b) Entertainment c) Research and Technology d) Politics e) Others
79. In which of the following cultural activities do you participate?
    a. Singing b. Dancing c. Mimicry d. Drama e. Debate f. Martial Arts g. Others
80. Which of the following sports activities are you more interested?

Cricket	Volleyball	Base Ball	Basket Ball	Hockey	Table Tennis	Badminton	If Others, Specify

81. Have you ever participated in the State or National Level Sports Competitions? a.Yes b. No

    If yes, specify the details of awards, rewards and certificates received during the competition.
    _____
    If No, are you interested in participating in the state or national level Sports Competitions?
    a. Yes b. No

82. What type of Family do you have?
    a. Nuclear Family b. Joint Family

83. Specify the number of members in your family._____

84. Specify the numbers and Mention the details of your brothers and sisters _____.

Name of the Brother/Sister	Relationship	Elder/Younger

85. How often do you interact with your family members?
    a. Always (regularly) b. Often (Frequently) b. Sometimes b. Rarely e. Never

86. What kind of Interaction do you have with your family members?
    a. Academic b. Social c. Personal d. All of the above e. None of the above

87. Do you have regular interaction with your relatives? a.Yes b. No

88. For what purpose do you interact with your relatives?
    a. Academic b. Guidance c. Personal Problem d. Financial Needs e. None of the above

89. Are you interested in sharing the responsibilities of your family works? a.Yes b. No

90. On what basis do you participate in your family?
    a. Volunteer Basis b. Compulsion Basis c. None of the above

91. How attached are you with your family?
    a. Very much attached b. Moderately attached c. Not at all

92. Specify the number of hours do you spend with your family members in a day._____

93. Mention the nature of your parents or guardians.
    a. Serious or Strict b. Social c. Supportive d. Disciplined

94. In which of the following aspects does your family care you the most?
    a. Health b. Decision Making c. Education d. Extra Curriculum e. All of the above

95. How often do you interact with your family members?
    a. Always (regularly) b. Often (Frequently) c. Sometimes d. Rarely e. Never

96. What kind of Interaction do you have with your family members?
    a. Academic b. Social c. Personal d. All of the above e. None of the above

97. Do you have regular interaction with your relatives? a. Yes b. No

98. For what purpose do you interact with your relatives?
    a. Academic b. Guidance c. Personal Problem d. Financial Needs e. None of the above

99. Are you interested in sharing the responsibilities of your family works? a. Yes b. No

100. On what basis do you participate in your family?
    a. Volunteer Basis b. Compulsion Basis c. None of the above

101. State the level of Participation in your family issues.
    a. Full Participation b. Partial Participation c. No Participation

102. Mention your routine work(s) in day to day family activities'.
    a. Cleaning b. Shopping c. Cooking d. If Others, Specify

103. Do you have friends? a. Yes b. No

If yes how many friends do you have? ……

104. What type of Friends do you have?
    a. Funny b. Faithful c. Serious d. Studious e. Prefer to be alone

105. Do you have boy friend(s)/girl friend(s)? a. Yes b. No
    If yes, how many boy friend(s)/girl friend(s)? _____

106. What type of friendship do you maintain with your boy friend(s)/girl friend(s)?
    a. Formal b. Friendly c. Close d. Personal e. Maintain Distance

107. How often do you interact with the opposite gender?
    a. Always b. Often c. Sometimes d. Rarely e. Never

108. How do you feel when you interact with the opposite gender?
    a. Shy b. Bold c. Timid (Frightened) d. Casual e. Never Interacted

109. What sort of interaction do you usually have with your opposite gender?
    a. Academic Matter b. Guidance and suggestion c. Social d. Personal e. Career Aspects

110. The place where you and your friends meet often?
    a) Beach b) Park c) Cinema Theatres d) Temple e) Others

111. Do your friends motivate you in your studies? a. Yes b. No

112. Do you have the habit of updating the status of college to your parents? a. Yes b. No

113. Do you feel comfortable with the college atmosphere?
    a) Highly comfortable b) Comfortable c) Neutral d) Discomfortable e) Highly Discomfortable

<u>THE CLASS ADVISOR'S OPINION OF THEIR STUDENTS'</u>

1. What do you feel about his/her attendance percentage?
    a)Excellent b) Good c) Fair d) Poor e) Needs Improvement
2. Rate your opinion about his/her academic performance.
    a) Excellent b) Good c) Fair d) Poor e) Needs Improvement
3. Are you satisfied with his/her behavior in the classroom?
    a)Highly satisfied b) Satisfied c) Moderate d) Dissatisfied e) Highly Dissatisfied
4. "The Student attends the test regularly"- do you agree this statement?
    a) Strongly Agree b) Agree c) Neutral d) Disagree e) Strongly Disagree
5. Does he/she is good at other extracurricular activities?
    a) Yes b) No
6. Do you feel that he/she is obedient in completing the assignments and other task?
    a) Strongly Agree b) Agree c) Neutral d) Disagree e) Strongly Disagree
7. How do you feel about the family in supporting his/her education?
    a)Highly satisfied b) Satisfied c) Moderate d) Dissatisfied e) Highly Dissatisfied
8. Rate his/her relationship with other students and classmates.
    a) Very comfortable b) Comfortable c) Neutral d) Not comfortable e) Not very comfortable
9. How do you feel about his/her behavior towards other students?
    a)Excellent b) Good c) Fair d) Poor e) Needs Improvement
10. Do you agree that the coaching given helps the student to improve his/her performance?
    a) Strongly Agree b) Agree c) Neutral d) Disagree e) Strongly Disagree

11. Please circle **any one** of the words that you feel describe this student.

Aggressive anxious articulate cheerful social confident conscientious disobedient

Honest influential follower happy helpful negative leader organized irritable

Manipulative motivated positive leader responsible over-protected passive-resistant

Perfectionist easily discouraged well-liked self-centered self-disciplined shy

****

Mentoring Report

Name of the Mentor	
Designation	
Name of the Mentee	
Age	
Gender	
Course and Batch	
Address	
Email id	
Mobile Number	
Areas of interest	
Special skills	

Date of Mentoring			
Areas of Difficulty	**Issues Noticed**	**Action Taken**	**Details of Issue Resolved**
Academic			
Non academic			
Others			
Remarks			

Annexure XV

Mini Project – Evaluation form

Department:

Project Title :	**REVIEW 0 / 1 / 2**

Candidate Details

S.No	**Register No**	**Name of the Students**	**Guided By**

Candidate Contribution and Performance			
Subject Matter			**Marks**
Understanding background and Project Title selection		(5)	
Objectives of the Project		(5)	
Project Planning & Time line		(5)	
Technical Design and implementation		(15)	
Novelty in the project and Application		(5)	
Presentation skill and Answering the Queries		(5)	
Demonstration of the working model and Report (only in the final review)		(5+5)	
Total			

Comments		

Member 1 *Member 2* *Member 3* *Guide*

Final year - Project Evaluation Form

Name of the Department:

S. No	Batch No.	Register No.	Candidates' Name	Guide Name:
1				Title:
2				
3				
4				

PHASE I

Zeroth Review (end of 6th Sem)		First Review (Beginning of 7th Sem)		Second Review (end of 7th Sem)	
Performance	**Mark**	**Performance**	**Mark**	**Performance**	**Mark**
Project Title Selection	/5	Project Objective & Domain Knowledge	/10	Design of Proposed system/algorithm/method	/10
Objective of the Project	/15	Existing Work and its demerits	/10	Comparative study of existing and proposed system	/5
Domain Knowledge	/10	Proposed work and its merits	/10	Tool /Language/Simulation	/10
Motivation (Reason for choosing the Project)	/5	Methodology for implementation	/10	Progress of the Project Work	/10
				Timeline Chart for upcoming Review/ Previous timeline chart is met or not?	/5
Literature Survey	/10	Timeline Chart for next review	/5	Project Phase I Report	/5
Presentation Skill & Queries	/5	Presentation Skill & Queries	/5	Presentation Skill & Queries	/5
Total	**/50**	**Total**	**/50**	**Total**	**/50**

Member 1(Guide): **Member 2:** **Member 3:** **HOD**

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Project Evaluation Form – Phase II

S. No	Batch No.	Register No.	Candidates' Name	Guide Name:
1				Title:
2				
3				
4				
PHASE II				

Third Review (beginning of 8th Sem)		Fourth Review (Pre-final Review)	
Performance	**Mark**	**Performance**	**Mark**
Detailed description of Proposed system	/15	100% Implementation	/20
		Real time application of the project	/5
Simulation parameters / Hardware design/ Database	/10	Conclusion of the Project	/5
Implementation (expected at least 50%)	/15	Whether submitted/published in conference	/5
Timeline Chart for upcoming Review/ Previous timeline chart is met or not?	/5	Whether submitted/published in Journal/applied for Patent	/5
Presentation Skill & Queries	/5	Project Phase II Report	/10
Total	**/50**	**Total**	**/50**

Member 1(Guide): **Member 2:** **Member 3:** **HOD**

Annexure XVI

Alumni Survey			
Questions	1	2	3
1. Name and address for communication			
2.Contact Number			
3.Mail ID			
4.Gender			
5. Year of Graduation from MVIT			
6. Have you obtained PG/Ph.D. or pursuing			
7. Information on your Higher studies (college/ university/ higher degree status)			
8. In which domain are you working?			
9. What is your primary job function?			
10. What is your job title?			
11. State the Details of present employer			
12. Your experience in various capacities/positions			
13. Have you specialized in project management and taken any examination?			
If Yes Please Provide details			
14. Have you acquired any certification/Undergone any specialized training in your domain?			
15. Enunciate the extent of the compliance of the knowledge obtained during the four Years of study with your current job.			
How well your education at ECE Department of MVIT has prepared you for [Question 1: Apply the knowledge of basic sciences and Mathematics to engineering fundamentals, electronics and communication problems.]			
How well your education at ECE Department of MVIT has prepared you for [Question 2: Identify, formulate, review research literature, and analyze complex electronics, communication problems reaching substantiated conclusions using principles of mathematics, natural sciences, and engineering sciences.]			
How well your education at ECE Department of MVIT has prepared you for [Question 3: Design solutions for complex electronics and communication problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.]			
How well your education at ECE Department of MVIT has prepared you for [Question 4: Use research-based knowledge of electronics and communication, and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.]			
How well your education at ECE Department of MVIT has prepared you for [Question 5: Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modelling to complex electronics and communication engineering activities with an understanding of the limitations.]			
How well your education at ECE Department of MVIT has prepared you for [Question 6: Apply reasoning informed by the contextual knowledge of electronics and communication to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.]			

How well your education at ECE Department of MVIT has prepared you for [Question 7: Understand the impact of the electronics and communication solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.]			
How well your education at ECE Department of MVIT has prepared you for [Question 8: Apply ethical principles and commit to professional ethics, responsibilities and norms of the electronics and communication engineering practice.]			
How well your education at ECE Department of MVIT has prepared you for [Question 9: Electronics and communication professional must function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.]			
How well your education at ECE Department of MVIT has prepared you for [Question 10: Communicate effectively on complex engineering activities of electronics and communication with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.]			
How well your education at ECE Department of MVIT has prepared you for [Question 11: Electronics and communication professional must demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.]			
How well your education at ECE Department of MVIT has prepared you for [Question 12: An ability to undertake self-learning of contemporary issues and engage in lifelong learning.]			
Rate yourself on the PSO [An ability to understand the basic concepts in Electronics & Communication Engineering and to apply them to various areas, like Electronics, Communications, Signal processing, VLSI, Embedded systems etc., in the design and implementation of complex systems.]			
Rate yourself on the PSO [An ability to solve complex Electronics and communication Engineering problems, using latest hardware and software tools, along with analytical skills to arrive cost effective and appropriate solutions.]			
Rate yourself on the PSO [An understanding of social-awareness & environmental-wisdom along with ethical responsibility to have a successful career and to sustain passion and zeal for real-world applications using optimal resources as an Entrepreneur.]			
Any suggestions / comments on how to improve…			
How do you rate this survey?			

Program Exit survey

NAME	
E-Mail ID	
1.Year of admission at MVIT?	
2.Year of Graduation from MVIT?	
3.Your approximate CGPA?	
4.Are you planning to attend P.G Programme?	
5.How many job interviews have you heard?	
6.How many jobs offers have you received?	
7. Which type of job will you most likely accept?	
How much Emphasis given [Apply the knowledge of basic sciences and Mathematics to engineering fundamentals, electronics and communication problems.]	
How much Emphasis given [Apply the knowledge of basic sciences and Mathematics to engineering fundamentals, electronics and communication problems.]	
How much Emphasis given [Identify, formulate, review research literature, and analyze complex electronics, communication problems reaching substantiated conclusions using principles of mathematics, natural sciences, and engineering sciences.]	
How much Emphasis given [Design solutions for complex electronics and communication problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.]	
How much Emphasis given [Use research-based knowledge of electronics and communication, and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.]	
How much Emphasis given [Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex electronics and communication engineering activities with an understanding of the limitations.]	
How much Emphasis given [Apply reasoning informed by the contextual knowledge of electronics and communication to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.]	
How much Emphasis given [Understand the impact of the electronics and communication solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.]	
How much Emphasis given [Apply ethical principles and commit to professional ethics, responsibilities and norms of the electronics and communication engineering practice.]	
How much Emphasis given [Electronics and communication professional must function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.]	

How much Emphasis given [Communicate effectively on complex engineering activities of electronics and communication with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.]	
How much Emphasis given [Electronics and communication professional must demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.]	
How much Emphasis given [An ability to undertake self-learning of contemporary issues and engage in lifelong learning]	
How much Emphasis given [Apply the knowledge of basic sciences and Mathematics to engineering fundamentals, electronics and communication problems.]	
How Satisfied [Apply the knowledge of basic sciences and Mathematics to engineering fundamentals, electronics and communication problems.]	
How Satisfied [Apply the knowledge of basic sciences and Mathematics to engineering fundamentals, electronics and communication problems.]	
How Satisfied [Identify, formulate, review research literature, and analyze complex electronics, communication problems reaching substantiated conclusions using principles of mathematics, natural sciences, and engineering sciences.]	
How Satisfied [Design solutions for complex electronics and communication problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.]	
How Satisfied [Use research-based knowledge of electronics and communication, and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.]	
How Satisfied [Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex electronics and communication engineering activities with an understanding of the limitations.]	
How Satisfied [Apply reasoning informed by the contextual knowledge of electronics and communication to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.]	
How Satisfied [Understand the impact of the electronics and communication solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.]	
How Satisfied [Apply ethical principles and commit to professional ethics, responsibilities and norms of the electronics and communication engineering practice.]	
How Satisfied [Electronics and communication professional must function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.]	

How Satisfied [Communicate effectively on complex engineering activities of electronics and communication with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.]	
How Satisfied [Electronics and communication professional must demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.]	
How Satisfied [An ability to undertake self-learning of contemporary issues and engage in lifelong learning]	
How Satisfied [Apply the knowledge of basic sciences and Mathematics to engineering fundamentals, electronics and communication problems.]	
How much Emphasis given [An ability to understand the basic concepts in Electronics & Communication Engineering and to apply them to various areas, like Electronics, Communications, Signal processing, VLSI, Embedded systems etc., in the design and implementation of complex systems]	
How much Emphasis given [An ability to solve complex Electronics and communication Engineering problems, using latest hardware and software tools, along with analytical skills to arrive cost effective and appropriate solutions.]	
How much Emphasis given [An understanding of social-awareness & environmental-wisdom along with ethical responsibility to have a successful career and to sustain passion and zeal for real-world applications using optimal resources as an Entrepreneur.]	
How Satisfied [An ability to understand the basic concepts in Electronics & Communication Engineering and to apply them to various areas, like Electronics, Communications, Signal processing, VLSI, Embedded systems etc., in the design and implementation of complex systems]	
How Satisfied [An ability to solve complex Electronics and communication Engineering problems, using latest hardware and software tools, along with analytical skills to arrive cost effective and appropriate solutions.]	
How Satisfied [An understanding of social-awareness & environmental-wisdom along with ethical responsibility to have a successful career and to sustain passion and zeal for real-world applications using optimal resources as an Entrepreneur.]	
What is your overall satisfaction on your education at MVIT	
6.Would you recommend the Electronics and Communication Engineering Program at MVIT to your relative /Friend *	
7. What are the strengths of the Electronics and Communication Engineering program at MVIT, in your opinion?	
8. What are the weaknesses of the Electronics and Communication Engineering program at MVIT? Your suggestions any, for improvement.	
9. Any other comments?	
10. How do you rate the survey	

Annexure XVII

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BUDGET FORMAT
DEPARTMENT BUDGET PROPOSAL FOR THE YEAR 2014 – 2015

Name of the Department:

CAPITAL BUDGET, in Rs:				
1. Name of New lab to be established (Laboratory Equipment)		Odd Semester Jun- Nov	Even Semester Dec - May	Total
1				
2				
TOTAL				
2. SOFTWARES				
1				
2				
TOTAL				
3. CONSUMABLES & RAW MATERIALS				
1				
2				
TOTAL				
4. MAINTENANCE & SPARES				
1				
2				
TOTAL				
5. R & D				
1				
TOTAL				

6. TRAINING & TRAVEL				
1				
2				
TOTAL				
7. MISCELLANEOUS EXPENSES				
1				
2				
TOTAL				
8. ANY OTHER ITEMS				
1				
2				
TOTAL				
GRAND TOTAL				

Head of the Department

Annexure XVIII

MANAKULA VINAYAGAR
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GUIDELINES FOR THE

ANNUAL PERFORMANCE ASSESSMENT OF FACULTY MEMBERS

I. OBJECTIVE

The objective of Performance Appraisal System is to motivate each of the faculty member to perform better in delivering quality education and training to the students. The results of this assessment will be used for the followingpurposes:

(i) Award of annual increment in the payscale.

(ii) Award of special increments and rewards in recognition of superiorperformance.

(iii) Award ofPromotion.

(iv) Monitoring and recording the regular growth of each facultymember.

II. PERIOD OFASSESSMENT

Assessment will be carried out every academic year after the completion of the academic year ending **30th May.**

III TOOLS USED FORASSESSMENT

The following tools shall be made use of to arrive at a Faculty Performance Index (FPI) for every faculty for every academicyear:

(i) Self Appraisal Form specially designed for this purpose, to be filled up by the member of faculty.

(ii) Assessment to be given by the respective HOD on the Self Appraisal Formitself.

(iii) Student Feedback (in the prescribed form) on the performance of the teacher in each course taught by the member of the faculty during the respective twosemesters.

(iv) Results of the University Examinations in the courses taught by the teacher during the two semesters.

(v) Research contribution by the facultymembers.

(vi) Faculty members involvement in Students development, Dept. and Institution development and Self developmentactivities.

IV COMPONENTS OFASSESSMENT

The job responsibilities of a member of faculty can be broadly categorized into the following for components (Vide AICTE guidelines):

1) ***AcademicActivities.***
2) ***ResearchActivities.***
3) ***Extension Activities.***
4) ***AdministrativeActivities.***

The performance of teacher on the four major components listed above can be estimated by breaking each one of them into subcomponents and assessing the performance of the teacher in each one of the sub components as detailed below.

1.0 Academic

1.1 Teaching

1.2 Developmental

1.3 ContinuingEducation

1.1 Teaching:

The effectiveness of class room teaching and laboratory instruction imparted by a teacher in the courses taught by him / her during the two semesters can be assessed using the following tools:

(i) University Examination Results in the theory coursestaught

(ii) Student feed back in the theory coursestaught

1.2 Developmental Activities

The performance will be assessed by the participation of the faculty member in one or more of the following developmental activities during the year:

(i) Blended Learning approaches practiced (Google Classroom, Role play, Group Discussion , Quiz, Chart Presentation, Hot seat, Anyothers)

(ii) Innovativeassignments

(iii) Special lecturesdelivered

(iv) Industrial visitsorganized

(v) Guest/Expert lecturersorganized

(vi) Development of Web basedlearning

(vii) Mini projectsguided

(viii) Innovative projects guided

(ix) Internal / External Workshopsconducted

(x) Students onlinecertifications

(xi) Guidance for participation in Technicalcompetitions

(xii) Mentoring(with impactanalysis)

(xiii) Laboratorymodernization

1.3 ContinuingEducation

The performance will be assessed by the participation of the faculty member in one or more of the following activities during the year:

(i) Upskilling : NPTEL, EDX , Coursera, Udemy and othercertifications.

(ii) Participation in FDP/STTP

(iii) Participation in Workshop /Seminars

(iv) Participation in Summer and WinterSchools.

(v) Industrial Training (Facultyinternship)

2.0 REASEARCH

2.1 ProjectGuidance

2.2 SponsoredResearch

2.3 Publication of Research papers andReports

2.4 Funded seminars/ FDPs

2.1 Project Guidance:

The performance will be assessed by quality of projects and the Products developed by the faculty member during theyear.

Publications/ Patent filed related to Students projects are the measurable outcomes.

**** Publications must be in Scopus and WOS***

Note : *Faculty with less experience can act as coguide with senior faculty and claim the mark obtained by the corresponding senior faculty.*

2.2 SponsoredResearch

The performance will be assessed by the faculty member's Participation in one or more of the following activities during the year:

(i) Preparation of R & D project proposal and submission to any one of the funding agencies listed below during theyear.

(ii) Execution of funded projects sponsored by one or more of the funding agencies listed below, during theyear:

a. AICTE

b. DST

c. DRDO

d. Other R & D organizations andIndustries

(iii) Personal research / Post – doctoralresearch

(iv) Consultancyactivities.

(v) TBIactivities.

2.3 Publication of Research Papers in journal /Conference

The performance will be assessed by the faculty member's participation in one or more of the following activities, during theyear.

(i) A Research paper is accepted and / or presented in a National / International Conference.

(ii) Acceptance of a Research paper for publication in National / International, refereed journals(Indexed).

2.4 Funded seminars/FDPs

The performance will be assessed by the faculty member's Participation in one or more of the following activities during the year:

(i) Preparation of Seminar/FDP grant proposal and submission to any one of the funding agencies listed below during theyear.

(ii) Execution of sponsored Programme by one or more of the funding agencies listed below, during theyear:

a. AICTE/ISTE/IEEE

b. DST

c. DRDO/CSIR/ICMR

d. Other R & D organizations andIndustries

3.0 EXTENSION

3.1. **I**nteraction with Industries andInstitutions

3.2. Interaction with thesociety

3.3. Others

The performance will be assessed by the faculty member's participation in one or more of the following activities during the year:

3.1 Interaction with Industries andInstitutions:

(i) Delivering expert lectures/workshops/training

(ii) MOU withIndustries

(iii) Activities out ofMOU

(iv) PlacementInitiatives

(v) EDPactivities

3.2 Interaction with theSociety

(i) Participation in Community Services/Community radio programme/UBA/JSAetc.

(ii) Providing non – formal modes of education for the benefit of Community(PMKVY/DDU-GKYetc.)

(iii) Providing technical support in areas of social relevance(UBAProjects).

3.3 Others

(i) Membership in professional Society and participation in itsactivities.

4.0 ADMINISTRATION

4.1 *At the InstitutionLevel*

4.2 *At the DepartmentLevel*

4.3 *At the NationalLevel*

The performance will be assessed by the faculty member's participation in one or more of the activities listed under 4.1,4.2 & 4.3, in addition to teaching.

4.1 At the InstitutionLevel

Officer in charge of

(i) Examination

(ii) Library

(iii) Hostel

(iv) Industry – Institution cell, PlacementCell

(v) NSS, Youth RedCross

(vi) CulturalActivities

(vii) Student Discipline andWelfare

(viii) PromotionalActivities

(ix) AdmissionActivities

(x) Others

4.2 At the DepartmentLevel

(i) Innovative activitiespracticed

(ii) Any best practicecontribution

(iii) Others

4.3 At the University level/National Level

Participation in Policy Planning at the University/Regional / National level for development of Technical Education.

V. COMPUTATION OF FACULTY PERFORMANCE INDEX

Overall performance of a faculty member during an academic year will be defined by a single index termed as **"Faculty Performance Index" (FPI)** based on a five – point Grade system as given below:

Grade	Grade Description	Grade Point
A	Excellent	4.5 to 5
B	Very Good	4.0 to 4.5
C	Good	3.0 to 4.0
D	Fair	2.0 to 3.0
U	Unsatisfactory	less than 2.0

Follow up actions:

Grade	Follow up action
A	Recommended for Special increments and Promotions if AICTE requirement is fulfilled.
B	Recommended for increments and suggested to improve their performance further.
C	Faculty will be requested to concentrate more towards self-development, students development, Dept. and institution development.
D	Faculty will be put under warning period for one year and their performance will be seriously monitored.
U	Faculty will be issued show cause notice and their performance will be monitored for one more semester or otherwise their service will be terminated.

The FPI is computed using the performance Indices (PI) of the four components and their weights. The P.I. of the four components are computed using the PI of their sub components and their weights. The details are given below.

Faculty Performance Index (FPI)

Performance Index(PI)			Weight		
			Prof	**Asso.Prof**	**Asst.Prof**
1.0 Academic	$I_{1.0}$	$W_{1.0}$ =	0.35	0.45	0.60
2.0 Research	$I_{2.0}$	$W_{2.0}$ =	0.20	0.20	0.15
3.0 Extension	$I_{3.0}$	$W_{3.0}$ =	0.20	0.20	0.15
4.0 Administration	$I_{4.0}$	$W_{4.0}$ =	0.25	0.15	0.10
Total			**1.0**	**1.0**	**1.0**

(Note: The weight corresponding to the designation of the teacher should be used)

1.0	**ACADEMIC**	**PI**	**Weight**
1.1	Teaching	$I_{1.1}$	$W_{1.1}$ = 0.50
1.2	DevelopmentalActivities	$I_{1.2}$	$W_{1.2}$ = 0.30
1.3	ContinuingEducation	$I_{1.3}$	$W_{1.3}$ = 0.20
		Total	1.00

$$I_{1.0} = (0.5 * I_{1.1}) + (0.3 * I_{1.2}) + (0.2 * I_{1.3})$$

1.1	**Teaching($I_{1.1}$)**	**PI**	**Weight**
1.1.1	Univ.Exam.Results	$I_{1.1.1}$	$W_{1.1.1}$ = 0.7
1.1.2	StudentFeedBack	$I_{1.1.2}$	$W_{1.1.2}$ = 0.3
		Total	= 1.0

$$I_{1.1} = (0.7 * I_{1.1.1}) + (0.3 * I_{1.1.2})$$

1.1.1. Setting of Index I $_{1.1.1}$ for University Examination Results obtained in each theory course taught by teacher:

Step 1: The Percentage Pass obtained in the theory course is normalized by multiplying the percentage by the following Scale Factor to get the **"Normalized Percentage Pass (NPP)"**

Category of theorycoursetaught	ScaleFactor
Highlyanalytical	1.3
Others	1.0

Step 2: Convert the NPP obtained for the theory course into 5 point scale grade as given below.

Range of NPP	Grade	Grade Point
Pass percentage > 80 %	>10 % S Grade	5.0
Pass percentage > 80 %	5-10% S Grade	4.0
Pass percentage > 80 %	1-5% S Grade	3.0
Pass percentage > 80 %	else	2.0
Pass percentage > 75 %	else	1.0
Less than 75 %		0

Step 3: If more than one theory course is taught during the year under review, compute the grade points for each course and set the index I $_{1.1.1}$ as the highest grade point obtained.

1.1.2 Setting of Index I $_{1.1.2}$ for Student Feedback in each theory course taught by theteacher:

Number of courses taught	: only one	:	Set the Index I $_{1.1.2}$ as theGrade Point obtained from Student Feed Back
Number of courses taught	: Morethan One	:	Set the Index I $_{1.1.2}$ as the highest grade point obtained in all the Coursestaught.

1.2 Setting of Index I $_{1.2}$ for DevelopmentalActivities.

Mandatory : 1 point for Mentoring based on impact analysis and review by HOD.

4 : If the faculty member has carried out at more than **eight**activities

Listed under subsection “1.2. Developmental Activities” under Section “IV Components of assessment”

2 : if the faculty member has carried out sixactivities.

0 : otherwise

1.3 Setting of Index $I_{1.3}$ for continuingEducation

Mandatory : 1 point for Online Certifications.

4 : for participation more than 5 days Outside the state orIndustries.

3 : For participation more than 5 days within thestate.

2 : if the Participation is 3- 5days.

0 :otherwise

2.0 RESEARCH : ($I_{2.0}$)	**P.I.**	**Weight**	**Engineering**	**Science & Humanities**
2.1 Project Guidance	$I_{2.1}$	$W_{2.1}$ = 0.2		---
2.2 Sponsored Research	$I_{2.2}$	$W_{2.2}$ = 0.2		0.2
2.3 Publication of Research Papers etc.	$I_{2.3}$	$W_{2.3}$ = 0.4		0.6
2.4 Funded seminars/ FDPs	$I_{2.4}$	$W_{2.3}$ = 0.2		0.2
	Total		1.0	1.0

$I_{2.0}$ = $(0.2 * I_{2.1}) + (0.2 * I_{2.2}) + (0.4 * I_{2.3}) + (0.2 * I_{2.4})$: Engineering Faculty

$I_{2.0}$ = $(0.2 * I_{2.2}) + (0.6 * I_{2.3}) + (0.2 * I_{2.4})$: Science & Humanities Faculty

2.1 Setting of Index $I_{2.1}$ for ProjectGuidance:

Let N be the total number of projects guided by the faculty member which has publications or Product development or patent. Then

5 : if N >= 2 publication or one patent or one product.

4 : if N = 2 publicationsonly

3 : if N = 1 publicationsonly

0 : otherwise

Setting of Index $I_{2.2}$ for Sponsored Research

5 : if at least one funded project is executed during the year orconsultancy.

2 : if at least one project proposal is prepared and submitted to Funding agencies during theyear.

2 : R&D related activities like TBI / R&D workshops etc. (verified and approved byHOD)\

1 : For active participation in preparation of proposal certified by Principal Investigator

2.2 Setting of Index $I_{2.2}$ for SponsoredResearch

5 : if at least one funded project is executed during the year orconsultancy.

2 : if at least one project proposal is prepared and submitted to Funding agencies during theyear.

2 : R&D related activities like TBI / R&D workshops etc. (verified and approved byHOD)\

1 : For active participation in preparation of proposal certified by Principal Investigator

2.3 Setting of Index $I_{2.3}$ for Publication of Research Papersetc.

5 : if at least one research paper is **published**in a Refereed journal(Indexed) (National /International)

4 : if at least one research paper is **accepted**for publication in a Refereed journal(Indexed) (National /International)

3,2,1 : if **Three/Two/One** research paper is **Presented** ina National / International Conference held in reputed Institutions.

0 : No activity

2.4 Setting of Index $I_{2.4}$ for funded Seminars/FDP

5 : if at least one funded programme is executed during the year.

3,2 : if Two/One funded proposal is prepared and submittedto Funding agencies during the year.

1 : For active participation in conduction of funded programme certified by HOD

0 : Otherwise

3.0 EXTENSION ($I_{3.0}$)

5,4,3 : if the faculty member has carried out Three /Two /One of theactivities

listed either under subsection “3.1 Interaction with Industries and Institutions” or under sub section “3.2 Interaction with the Society” under Section “IV Components of Assessment”.

2 : if the faculty member satisfies at least one of the two items Given under subsection “3.3 others” under SectionIV.

0 : No activity

4.0 ADMINISTRATION ($I_{4.0}$)

5,4 : if the member satisfies any Three/Two of the activity listed under the subsection 4.1 and 4.2 With evidence of contribution verified and approved byHOD.

3 : if the member satisfies any one of the activities listed under the subsection 4.1 and 4.2 With evidence of contribution verifiedand approved byHOD

0 : No activity

VI. IMPLEMENTATION OF THESYSTEM

The Performance Assessment System may be processed in the month of June every year. Every Faculty member will have to fill up and submit to the Head of the Department the “Annual performance Appraisal Report” containing information about the teacher’s activities and achievements as well as the “Faculty performance Index (FPI)” which quantifies the overall performance of the teacher during theperiod.

The Head of the Department shall offer his remarks and observations on the report submitted by the Faculty member and forward the report to the Principal before the 1st week of June.

Performance Assessment Committee headed by Chairman/Managing Director with the Principal shall review the Reports received and finalize the FPI’s of the various members of the Faculty.

Annexure XIX

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PERFORMANCE APPRAISAL REPORT FOR THE FACULTY MEMBERS

ACADEMIC YEAR: 2023-24

PART A: SELF APPRAISAL

Name :

Designation / Department :

Scale of pay / Present pay :

Date of appointment to the present post :

Note:

1. *Before filling up read the "Guidelines for Annual Performance Assessment of the faculty members" available with your Dept. HOD in-charges.*
2. *Provide all relevant information to support your claim for your achievements and contributions. Enclose also copies of documents in support of the claim for points.*
3. *Please submit the report* ***on or before 15th Sep 2021.***

ACTIVITIES AND CONTRIBUTIONS MADE :

1.0 ACADEMIC ACTIVITIES (I 1.0)

1.1 Teaching (I 1..1)

1.1.1 Semester Results of Students in Theory Course (I 1.1.1)

Sl. No.	U.G./ P.G	Theory Courses Taught		Result % pass	Grade Point (pp)
		Code	Title		
1.					
2.					

3.

4.

Average Grade Point

1.1. 2 Students Feedback in Theory Course ($I_{1.1.2}$)

Sl. No.	U.G./ P.G.	Theory Courses Taught		Grade Point from students feedback
		Code	Title	

1.

2.

3.

4.

Average Grade Point

$I_{1..1}$ = $(0.7 * I_{1.1.1}) + (0.3 * I_{1.1.2})$

=

1.2 <u>Related Development Activities</u> ($I_{1.2}$)

Sl.No.	Details of the Activity / Contribution	Assigned Points
1.		
2.		
3.		
4.		
5.		
*		

Total points

---

* If you have more activities, use separate sheet and annex the same.

$I_{1.2}$=

1.3 Continuing Education ($I_{1.3}$)

Sl.No.	Details of the Continuing Education	Assigned Points
1.		
2.		
3.		
4.		
5.		
*		
	Total points	

$I_{1.3}$=

$I_{1.0}$ = $(0.5 * I_{1.1}) + (0.3 * I_{1.2}) + (0.3 * I_{1.3})$

=

2.0 RESEARCH ($I_{2.0}$)

2.1. Project Guidance:

Sl.No.	UG/PG	Name of the Project guided	other details
1.			
2.			
3.			
4.			

5.

2.2. Sponsored Research/Programme

Sl.No.	Details of Sponsored Project / Programme	Status (Submitted/Sanctioned)
1.		
2.		
3.		
4.		
5.		

2.3 Publication of Research Papers / International certification

Sl.No	Details	Status (Published/ Presented/ Communicated) or Score obtained
1.		
2.		
3.		
4.		
5.		

2.4. Sponsored seminars/FDPs/ other Programme

Sl.No.	Details of Sponsored Programme	Status (Submitted/Sanctioned)
1.		
2.		
3.		

$I_{2.0} = (0.2 * I_{2.1}) + (0.2 * I_{2.2}) + (0.4 * I_{2.3}) + (0.2 * I_{2.4})$: **Engineering Faculty**

$I_{2.0} = (0.2 * I_{2.2}) + (0.6 * I_{2.3}) + (0.2 * I_{2.4})$: **Science & Humanities Faculty**

3.0 EXTENSION ($I_{3..0}$)

S.No.	Details of the Activity / Contribution
1.	
2.	
3.	

$I_{3.0}$=

4.0 ADMINISTRATION (I 4.0)

S.No.	Details of the Administrative Activity / Contribution
1.	
2.	
3.	
4.	
5.	

$I_{4.0}$=

5.0. COMPUTATION OF FACULTY PERFORMANCE INDEX : (FPI)

FPI = ($W_{1.0}$ * $I_{1.0}$) + ($W_{2.0}$ * $I_{2.0}$) + ($W_{3.0}$ * $I_{3.0}$) + ($W_{4.0}$ * $I_{4.0}$)

=

Note : Refer " Guidelines" and choose the weights corresponding to your Designation

6.0. ADDITIONAL INFORMATION NOT COVERED ABOVE, IF ANY :

Date : **Signature of the Faculty Member**

PART B – REMARKS OF HEAD OF THE DEPARTMENT

7.0 VERIFICATION OF INFORMATION :

Verified the information provided in Part – A including the copies of the documents and found them correct to the best of my knowledge. The FPI computed also is correct. Yes ☐ No ☐

Note : If you have ticked the box "NO", enclose another form with recomputed FPI.

8.0 OTHER REMARKS, IF ANY :

Date :

Signature and Name of the HOD

Annexure XX

Other Reports to be submitted

Report on Overall performance and activities of the Department in the odd and Even semester

of the academic year 20xx-xx

1. Cumulative pass percentage(Graduation percentage) of 2020 passed out batch:
2. AcademicToppers details of the department:
3. Details of Value-added courses training provided for the students:
4. Number of guest Lectures conducted with details:
5. Number of special lectures handled by our faculty members with details:
6. Number of workshops /seminars conducted with details:
7. Details of Industrial visits arranged:
8. Details of students attended Implant training and Internship.
9. Details of Students participation in competitions:
10. Details of certifications completed by students:
11. Number of proposals submitted for funding with details:
12. Number of proposals for which funding sanctioned with details:
13. Number of Publication by Dept.faculty (conferences/ journals):
14. Number of Patents filled by Dept. faculty (Filed/Published/Granted status):
15. Details of certifications completed by faculty:
16. Number of faculty attended conference/seminars/workshops/FDP with details:
17. Number of students placed through Campus recruitment with details:
18. Any innovations/innovative methods followed in the department:
19. Achievements/Awards by Faculty and students in the year 2020-21 with details: -

Head of the Department

Department of _____

Monthly report for the Month of _____ 20XX

1. Activities of the Department (guest Lecture /workshop/special Lectures)
2. Students participation in co-curricular and Extra Curricular Activities
3. Value added course
4. Extension and NSS activity
5. Online certification (Self-paced learning by Faculty and Students)
6. Industrial Visits /Implant training /Internship/Industrial Interaction Details
7. Faculty Participation in FDP/STTP/workshops/Seminar
8. Publications and Patents (faculty and Students)
9. Proposals submitted
10. Product Developments and consultancy
11. Achievements and Awards if any

Head of the Department

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Academic Report to be Submitted for each Subject at the end of Model Examinations for

Internal Assessment Marks Calculations

Name& Code of the subject: **Branch:**
Semester: **Name of the Faculty**:

Sl. No	Name of the student	ClassTest/Assignment Marks					Internal test & Retest Marks		Pre-Model Exam Marks	Model Exam Marks	Attendance Percentage	No. of arrears In Previous semester	Internal Marks
		1	2	3	4	5	1	2					

Comments by HOD about the Class Notes, Question Bank, 25 Pages notes given to the students:

Staff Signature **HOD** **DEAN (ACADEMIC)** **PRINCIPAL**

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Comments on University Question Paper
(To be Submitted by the concerned faculty on the day of Univ. Examination)

Date:

Month & Year of the Exam: Date of Exam:

Name of the Subject & Code: Dept/Yr. /Sem :

Name & Dept- of the Staff Handled:

Whether all the Questions are asked within the Syllabus:

Is there any mistake in the question or any printing mistake? If so give Details:

General Comments:

Coordinator / HOD Signature of the Staff Member

PRINCIPAL

Time Table

Department of _____

Year/Semester: _____ Batch: _____

Day / Hour	8.50am to 9.40am 1	9.40 am to 10.30am 2		10.45am to 11.35am 3	11.35am to 12.25pm 4		1.10pm to 2.00pm 5	2.00pm to 2.50pm 6		3.00pm to 3.50pm 7	3.50pm to 4.40pm 8
MON			Tea Break 10:30am to 10.45am			Lunch Break 12.25Pm to 1.10pm			Tea Break 2.50 pm to 3.00 pm		
TUE											
WED											
THU											
FRI											
SAT											

Hall No.:

S.NO	Subject Code	Code	Name of the Subject	Name of the Staff

Class Advisor:

HOD **DEAN (ACADEMIC)** **PRINCIPAL**

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DEPARTMENT OF _____

WORKLOAD

Semester: _____ Academic year: _____

SL. No	Staff Name	Year / Dept	Subject code	Subjects Allotted	Work Load (No. of hours)						
					Theory	Lab	Class Advisor	Project	Placement	Total	Other Responsibilities

HOD **DEAN (ACADEMIC)** **PRINCIPAL**

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Syllabus Coverage report

ODD/EVEN Semester 20XX-XX

Dept: **Class:**

Sl. no.	Name of the subject and name of the faculty handling	Before 1st test			Before 2nd test			Before the model exam		
		Units Covered	No. of hours handled	Staff Sign	Units Covered	No. of hours handled	Staff Sign	Units Covered	No. of hours handled	Staff Sign
1	Subject 1									
2	Subject 2									
3	Subject 3									
4										
5										
6										
Sl. no.	**Name of The Practical**	**Expts. Completed**	**No. of hours handled**		**Expts. Completed**	**No. of hours handled**		**Expts. Completed**	**No. of hours handled**	
1.										
2										
3										

HOD **DEAN(ACADEMIC)** **PRINCIPAL**

ACADEMIC GUIDELINES

MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY
PUDUCHERRY-605107

Revised on August 2025